



Village of Thomasboro

101 W. Main • P.O. Box 488 • Thomasboro, Illinois 61878-0488
Office (217) 643-2675 • Fax (217) 643-2100

INFORMATION POSTED IN COMPLIANCE WITH THE ILLINOIS FREEDOM OF INFORMATION ACT (FOIA)

Village Summary of Purpose: The Village of Thomasboro is a non-home rule municipality incorporated under the laws of the State of Illinois. The Village operates under the legislative authority of a seven-member Board of Trustees consisting of a Village President and six trustees elected from the Village at-large for terms of four years. The Village President, with the consent of the Board of Trustees, appoints the Village officials responsible for the day-to-day administration of Village operations. These officials include: the Village Treasurer, Village Clerk, Chief of Police, Public Works Superintendent, ESDA Coordinator, and Village Attorney.

The Board of Trustees holds regular meetings on the first Monday of each month at 7:00 PM. All meetings are conducted in the Village Hall office located at 101 W. Main Street, unless otherwise noted.

The Village of Thomasboro is currently staffed by one full-time and nine part-time employees, and has a total annual operating budget of \$1,158,796.25 (FY 2013-14).

Thomasboro is located in Champaign County, comprised of 1.0 square miles of land situated along the Canadian National Railroad and bordered by U.S. Route 45 and Interstate 57. According to the 2010 Census, the population of the Village is 1,126.

Office Locations:

Thomasboro Village Hall
101 W. Main Street
Telephone (217) 643-2675
Fax (217) 643-2100
Departments: Finance, Administration, Police

Thomasboro Public Works Facility
606 W. Central Avenue
Telephone (217) 643-2675
Fax (217) 643-2100
Departments: Streets, Water & Sewer, ESDA

Village Board Members:

- Village President Brad Morris
505 W. Park Street
Thomasboro, IL 61878
Tboro.brad@gmail.com
Current Term: May 2013 – May 2017
- Village Trustee Anthony Grilo
103 N. Thomas Street
Thomasboro, IL 61878
tonygrilo@gmail.com
Current Term: May 2014 – May 2015
- Village Trustee Joe Wilson
503 Rhodes Street
Thomasboro, IL 61878
Joewilson310@yahoo.com
Current Term: May 2011 – May 2015
- Village Trustee Kim Ratts
409 W. Park Street
Thomasboro, IL 61878
Mkratts5@yahoo.com
Current Term: May 2011 – May 2015
- Village Trustee Jeff Robertson
407 W. Pearl Street
Thomasboro, IL 61878
Jeff052013@yahoo.com
Current Term: May 2013 – May 2017
- Village Trustee Kyle Henegar
401 S. John Street
Thomasboro, IL 61878
Khenegar88@gmail.com
Current Term: August 2014 – May 2015
- Village Trustee Anna Martin
403 S. Jacobsen Drive
Thomasboro, IL 61878
Annamartin1107@gmail.com
Current Term: November 2014 – May 2015

Village Officials:

Village Treasurer Leon Albers
treasurer@thomasboro.us
Phone: (217) 643-2675
Fax: (217) 643-2100

Village Clerk Jeremy Reale
clerk@thomasboro.us
Phone: (217) 643-2675
Cell: (217) 417-5063
Fax: (217) 643-2100

Police Chief Keith A. Willis
kwillis@thomasboro.us
Phone: (217) 643-2089
Fax: (217) 643-2100

Public Works
Superintendent Jay Arnold
publicworks@thomasboro.us
Phone: (217) 643-2675
Fax: (217) 643-2100

ESDA
Coordinator Laurel Zook
tborstormlady@yahoo.com
Phone: (217) 979-2736

Village Attorney Holten Summers
Webber & Thies, P.C.
202 Lincoln Square
Urbana, IL 61803
hsummers@webberthies.com
Phone: (217) 367-1126

Method for Requesting Public Information and Records: Non-exempt public records are available for inspection and copying at the Thomasboro Village Hall, Monday through Friday, between the hours of 8:00 AM and 12:00 PM, except on holidays. Services may also be available by appointment outside of regular office hours by contacting the Freedom of Information Officer. Contact information for the Village's Freedom of Information Officer is listed below:

Jeremy Reale, Village Clerk
101 W. Main Street, P.O. Box 488
Thomasboro, IL 61878

Telephone: (217) 643-2675
Fax: (217) 643-2100
Email: clerk@thomasboro.us

All requests for public records must be made in writing and should contain the name, address, and contact information for the requestor, as well as a description of the records being requested. To expedite the processing of a request for public records, the requestor should include as much detail as possible about the type of records being requested. As a convenience, the Village officers a FOIA request form that may be filled out and returned to the FOIA Officer.

All non-commercial requests for public records will be acted upon within 5 business days of their receipt by the FOIA Officer. Requests made for a commercial purpose will receive a response within 21 business days of receipt. Occasionally, additional time may be needed to process certain requests for information. In those instances, the FOIA Officer will provide written notice to the requestor extending the Village's response period by up to an additional 5 business days. If the Village determines that more than 10 business days will be needed to fulfill a request, the FOIA Officer and the requestor may agree in writing to a further extension.

Approval or denial of any FOIA request will be provided in writing to the requestor by the Village FOIA Officer or his designee. Any individual whose request has been denied in whole or in part by the Village may exercise his or her right to appeal in accordance with the procedures outlined in the Illinois Freedom of Information Act.

Form of Request:

- A) Oral Requests: Oral requests (in person or over the telephone) are permissible only if the requestor can be provided with the record/information without significant search time or review of the record
- B) Written Requests: Written requests may be received by personal delivery, email, U.S. mail or fax. All written requests will be date stamped upon receipt and immediately forwarded to the FOIA Officer for processing.
- C) Format of Request Copies: If a requestor asks to receive a record in a specific electronic format and the record is in that format, the record will be provided to the requestor in that format. If the requestor requests "electronic" format, the record will be provided as a PDF file. If no format is specifically requested, the Village will provide a copy of the record in the most convenient format available.

Inspection and Copying of Records: Inspection of public records will be conducted during normal business hours at the Village Hall. For purposes of convenience, the Village FOIA Officer and/or the requestor may request that inspection take place at another location. An employee of the Village of Thomasboro may be present during the course of any inspection, and the requestor may be prohibited from bringing bags, brief cases or other containers into the

inspection area. Documents which the requestor wishes to have copied will be segregated during the course of the inspection, and all copying shall be done by employees of the Village.

Fees: The Freedom of Information Act gives the Village the authority to assess reasonable fees to individuals requesting copies of public records. These fees are used only to cover the actual costs of the reproduction of public documents in compliance with FOIA requests. There are no charges associated with inspection of public records.

As adopted by the Village Board of Trustees, the fee schedule for copies of non-exempt public records is as follows, effective April 1, 2013:

A) Paper Copies:

The first 50 pages (black and white 8 ½ x 11, legal size or color) of a request are provided free of charge. Each subsequent page, and/or side of a page, is \$0.15 per page unless a fee waiver or reduction is granted by the FOIA Officer. Copies of maps, blueprints or other oversized documents will be charged at the actual cost for reproduction incurred by the Village

B) Any fees established by statute for certain records will be charged, as applicable

C) Computer Records:

\$2.00 per compact disc or audio tape if the requestor does not provide his or her own media

D) Email Response:

Records sent by email attachment which have been scanned into electronic format from a paper copy shall be charged at the rate of paper copies

E) Postage:

The cost of mailing the requested information will be included as part of the fee

F) Certification:

A \$1.00 additional charge shall be collected for each record certified

Fee Waivers or Reductions:

A) Fees, except for statutory fees, shall be waived for other governmental agencies

B) "News Media" (defined as a newspaper or other periodical issued at regular intervals whether in print or electronic format, a news service whether in print or electronic format, a radio station, a television station, a television network, a community antenna television service, or a person or corporation engaged in making news reels or other motion picture news for public showing) will receive the first 100 pages of standard, black and white paper at no charge

- C) All persons requesting a waiver of fees will be required to submit the request in writing to the FOIA Officer. Waiver or reduction of copying fees may be considered if the information is in the public interest, and 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. Any determination of a waiver or reduction of fees will be made at the sole discretion of the FOIA Officer, who may take into consideration the amount of materials requested and the actual cost of supplying the information

Index of Public Records: The following is a general listing of the various categories of records maintained by the Village of Thomasboro. Please note that the Village maintains all records in accordance with the provisions of the Illinois Local Records Act, including the periodic disposal of records for which there is no longer any legal or historical importance. Dates listed for each category of record are approximate and do not necessarily guarantee that records for a specific year or time period are still maintained in Village files. For more information, please contact the FOIA Officer at (217) 643-2675 or email to clerk@thomasboro.us.

Record Type	Approximate Dates
<i>ADMINISTRATIVE RECORDS</i>	
Applications for Authority to Dispose of Local Records	2013-present
Local Records Disposal Certificates	2013-present
Administrative Files	1976-present
<i>(including general correspondence and emails, seminar materials, convenience copies of documents, and miscellaneous correspondence and notes not related to another specific record series)</i>	
Assessment Rolls	1923-present
Bankruptcy Notices	1959-present
Bids, Specifications and Proposals	1972-present
Building Permits	1966-present
Business Leases	1979-present
Certificates of Insurance	1984-present
Certificates of Status of Tax Exempt Property	2005-present
Contracts, Leases and Agreements	1940-present
Department Annual Reports	1960-present
Department Monthly Reports	1998-present
Depreciation Sheets	2004-present
Election Records	1906-present
Franchise Agreements	1997-present
Freedom of Information Act Requests and Correspondence	2008-present
Human Rights Discrimination Lawsuit Records	2002-present
Illinois State Comptroller Annual Reports	2000-present
IMLRMA Insurance Policy Documents and Claims	1984-present
Intergovernmental Agency Agreements	1997-present

Record Type	Approximate Dates
Lawsuits and Legal Case Files	1978-present
Liquor License Records	1992-present
Maps and Prints	1988-present
Memorandum of Agreements	2005-present
Village Board Agendas and Notices	2011-present
Village Board Meeting Minutes	1911-present
Committee Meeting Minutes	1911-present
Village Newsletter Publications	2008-present
Ordinance Violation Complaint Records	2002-present
Village Ordinances and Resolutions	1913-present
Petitions	1906-present
Prevailing Wage Act Records	2000-present
Real Estate Records and Deeds	1905-present
Requests for Variances	2007-present
Special Event Permit Records	2008-present
Studies and Feasibility Studies	1956-present
Tax Levy Ordinances	1994-present
U.S. Government Boundary Annexation Census	2000-present
U.S. Government Building Permit Census	1985-present

CONSTRUCTION, UTILITY AND MAINTENANCE RECORDS

Backflow Prevention Device and Cross-Connection Test Reports	2010-present
Chemical and Bacteriological Analysis Reports	2000-present
Construction Records (Plans, Drawings, Specifications, etc.)	1960-present
EPA Violation Records	2005-present
Flow Charts	2005-present
IEPA Loan Referendum Records (Sewer)	1999-present
Motor Fuel Tax (MFT) Project Records	1969-present
NPDES Permit Records	1994-present
Construction Permits	1971-present
Permits for Highway Entrance, Culverts and Pipe Drains	1948-present
Water Tower Operator Permits	1956-present
Sewer Grant Records	2000-present

FISCAL RECORDS

Audits and Audit Worksheets	1963-present
Budget Documents	1908-present
Bulk Fuel Excise Tax Reports	2000-present
Cancelled Bonds and Coupons	1906-present
Cancelled Checks, Bank Statements, Deposit Slips	1993-present
Paid Bills, Invoices, Payroll Records, and Vouchers	1993-present
Check Register	1996-present
Check Stubs, Check Copies, and Receipts	1986-present

Record Type	Approximate Dates
Accounts Payable and Accounts Receivable Ledgers	1906-present
Grant Records	1999-present
Illinois Department of Revenue and County Allotment Notices	1995-present
Investment Records	2000-present
MFT Reimbursements	2005-present
Parking Ticket and Fine Records	2004-present
Trial Balance Sheets	1994-present
Vendor Files	2000-present

PERSONNEL RECORDS

Employment Applications	1979-present
Collective Bargaining Agreements	1992-present
Officials' Oaths of Office	1912-present
Official Personnel Records	1980-present
Payroll Deduction Authorizations	1984-present
Payroll Ledgers and Worksheets	1981-present
Payroll Registers	2005-present
Receipts for Statement of Economic Interests	1985-present
Official Resignations	1992-present
Surety and Performance Bonds	1906-present
Time Sheets	1987-present
Unemployment Compensation Records	1994-present
Worker's Compensation Records	1987-present
State and Federal Tax Reports (W-2, W-3, W-4, IL-501, IL-941)	1994-present

UTILITY CUSTOMER RECORDS

Applications for Utility Service	1987-present
Billing Registers	2004-present
Consumer Confidence Reports	2009-present
Daily Distribution Reports	2005-present
Direct Debit Billing Records	2005-present
General Ledgers	1977-present
Late Payment Accounts	2004-present
Meter Reading Cards	1991-present
Meter Readings	1991-present
Notice of Utility Termination and Reimbursements	1996-present
Receipts	2004-present
Shut Off Notices	2005-present
Trial Balance Reports	2004-present
Utility Billing Journals	2005-present
Utility Billing Statements	1982-present

Records Immediately Available Upon Request: Certain public records that are routine in nature and readily accessible without the need for extensive search or content review will be made available to individuals immediately upon request. The following list contains general types of public records that are readily available from the Village of Thomasboro upon request:

Village Board & Committee Meeting Minutes
Village Board & Committee Meeting Notices & Agendas
Village Ordinances & Resolutions
Village Freedom of Information Policy Document
Freedom of Information Request Files
Chapters/Sections of the Village Code
Village Budget & Appropriations Documents
Local Candidate Nomination Petitions for Village Elections
Election Ballot Certification Forms
Official Oaths of Office
Liquor License Files
Local Records Disposal Certificates
Building Permit Applications
Annual Audit Reports

Questions or Comments: This document has been prepared by the Village of Thomasboro and posted for public access in accordance with the terms of the Illinois Freedom of Information Act and the policies and procedures adopted by the Thomasboro Village Board of Trustees. Questions or comments regarding this information or the procedures for obtaining access to public records should be directed to the Village of Thomasboro FOIA Officer.

Additional Resources:

Public Access Counselor
Office of the Illinois Attorney General
500 S. Second Street
Springfield, IL 62706
Telephone: 1-877-299-3642
Fax: 217-782-1396
Email: PublicAccess@atg.state.il.us
Website: www.illinoisattorneygeneral.gov

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