

Village of Rossville

Rossville IL 60963

Vermilion County

As of February 28, 2024

The Village of Rossville is a non-home rule unit which operates under a Trustee-Village form of government. The Village Board comprised of the President and six Trustees who are elected for four-year terms. The Village Clerk is elected for a four-year term. The Village Treasurer and department heads are appointed with the consent of the Village Board of Trustees.

The Village Board of Trustees meets formally on the 3rd Mondays of each month at 7:00 p.m. at the Village hall located at 120 East Attica Street. The President and each Trustee are responsible for Administering the functions of six departments which are: Finance, Purchasing & Licenses, Municipal Gas; Water & Sewer; Public Improvements & Streetlights; Police, Health & Safety; Streets, Alleys & Sidewalks.

There are currently 7 full time and 2 part time and seasonal employees. The Village has an operating budget, for fiscal year 2022-2023, of approximately \$2,807,014.00. The population of the Village is 1,221 (2020 census).

Elected Officials

Richard Queen - Mayor, Liquor Commissioner,
Chief Administrator

Justin Richison - Municipal (Natural) Gas

Phil Black- Police, Health, Safety

Kelsey Daniel - Public Improvements, Streetlights

Bobbette Gammon - Finance, Purchasing, Licenses

Chuck Cornell - Streets, Alleys, Sidewalks

Bobbette Gammon- Water & Sewer

Chris White - Village Clerk

Executive Staff

Chris White - Village Clerk/Collector

Kathy Rife - Deputy Clerk/Collector

Randy Lusk - Gas, Water, Sewer & Streets & Alleys
Superintendent

Randy Lusk - Building Inspector & Building Official

Bridget Ault - Village Treasurer

Lacy Greene - Chief of Police

Mike Bray EMA Director

Andrew Mudd - Village Attorney

Matt Price - Sewer Plant Operator

FOIA Officers: Chris White

Lacy Greene

Kathy Rife

Village of Rossville Freedom of Information Request Form

Date requested: _____

Name of Requestor: _____

Street Address: _____

City/State/ Zip: _____

Phone # _____

Records Requested: (Provide as much specific detail as possible so the Village can identify the information you are seeking. You may attach additional pages if necessary.)

** Do you want to view only or paper copies of the documents?

Is this request for a commercial purpose? Yes ___ No ___
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for commercial purpose without disclosing that it is for a commercial purpose, if requested by the public body. 5 ILCS 140.3.1(c).1)

Signature _____

** Due to equipment limitations we can only provide paper copies.

Please submit the completed form to the Village of Rossville Office at 120 E Attica, Rossville.

(Office Use Only)

FOIA officer

Date request received

Acknowledgement of Receipt of Requested Records

By my signature below, I hereby acknowledge that I received the above requested records from the Village Office at ____ am/pm on _____. Pages Copies are .15 per page, (first 50 free) \$ _____ total for photocopies ___. Includes denial letter. Signature _____

120 East Attica Street
Rossville, Illinois 60963

217-748-6914 Office • 217-748-6217 Facsimile

www.villageofrossville.org

FREEDOM OF INFORMATION ACT (FOIA)

Village of Rossville
120 E Attica St
Rossville IL 60963

February 28, 2024

The public is entitled to full and complete information regarding the affairs of government and the official act and policies of those who represent them as public officials and public employees consistent with the terms of this ACT.

If you would like to obtain information from a public body, you should begin by writing down the information you are seeking. Then prepare a letter to that public body's main office or request a FOIA form from the public body's office.

The letter or form should include your name, address, the date and daytime phone number so that the public body can contact you if they have any questions. Describe the information you are seeking with sufficient detail so that the public body can find the requested records. Providing as much information as possible in your request on the subject matter may expedite the public body's search process.

A public body must respond to a FOIA request within 5 business days after the public body had received the request. Day 1 of the 5-day timeline is the first business day *after* the request is received by the public body. The date that the request was received by the public body does *not* count as "Day 1". A 'business day' or 'working day' is a regular day of the week (Monday through Friday) when public offices and most businesses are open. Saturdays, Sundays and state holidays are *not* business days and cannot be counted in the 5 business day time period.

At the end of the 5-day time period the public body may:

- Grant your request;
- Request an extension of an additional 5 business days;
- Grant in part and deny in part your request;
- Deny your request.

If additional time is needed the public body will notify you in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and then the requested information will be produced.

If a request is *denied*

The denial must be in writing and reference a specific legal reason under FOIA to justify the non-disclosure. The denial must also inform you of your right to seek review of the issue by the Public Access Counselor (PAC) in the Attorney General's office, with the PAC's contact information, as well as the right to seek judicial review by filing a court case.

To seek a Request for Review:

A Request for Review is a letter that you may submit to the PAC if you believe that the public body had not followed FOIA. This letter is a formal way of asking PAC to review the request and the public body's response (or lack thereof) and determine if a FOIA violation has occurred. The letter must be in writing, must be signed by you, and must include a copy of the FOIA request for access to records and any responses from the public body. It must be submitted within 60 calendar days of the public body's final response (or date upon which the response was due).

A FOIA Request for Review form may be obtained from the Village Clerk. This form contains the address of the PUBLIC ACCESS COUNSELOR in Springfield, IL.

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield IL 62701
Fax: 217-782-1396
E-mail: public.access@ilag.gov

Richard P. Queen, Mayor

Committees

<u>Finance / Purchasing</u>	<u>Municipal Gas</u>
Bobbette Gammon* Phil Black Audra Jones	Justin Richison* Charles Cornell Kelsey Daniel
<u>Water / Sewer</u>	<u>Public Improvements & Streetlights</u>
Bobbette Gammon* Phil Black Audra Jones	Kelsey Daniel* Audra Jones Charles Cornell
<u>Police / Health & Safety</u>	<u>Streets / Alleys / Sidewalks</u>
Phil Black* Charles Cornell Bobbette Gammon	Charles Cornell* Justin Richison Kelsey Daniel

* denotes committee chairperson

Zoning Board

<u>Board members</u>	<u>End of Term</u>
Jason Sprague, Chairman Cathy Brooks Marilyn Williams Gene Roach Eric Thomas Renae Ward Rex Hackett	4/30/2029 4/30/2026 4/30/2027 4/30/2028 4/30/2025 4/30/2027 4/30/2026

Members appointed for 5 year terms.

For your convenience there is a Request Form on the back of this brochure.

• Additional information on the Freedom Of Information Act is available upon request

• Additional forms are available at the Village Office

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Rossville, Illinois 60963

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