

VILLAGE OF BRIMFIELD
FOIA REQUIREMENTS/PROCEDURES

STATEMENT OF PURPOSE

The Village of Brimfield promotes and protects the health, safety, and welfare of its citizens and all of the general public while encouraging social progress, economic development, and recreational opportunities within the Village.

FOIA OFFICER Holly Johnson, Village Clerk

Requesting Information or Public Records

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

www.brimfieldil.org.

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 copying, certification and/or mailing any public record.

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Municipal Offices

Brimfield Village Hall
106 E. Knoxville Street
Brimfield, IL 61517

Water Department
535 N. Jackson Street
Brimfield, IL 61517

Employees

Full Time Employees – 2
Part Time Employees – 3

Municipal Officials

Elected

President

Danny Fishel

Village Trustees

Joe Arbogast

Rod Gilles

Michael Meinders

Allison Porter

Brian Porter

Appointed

Village Clerk

Holly Johnson

Village Treasurer

Karen Christy

Zoning Officer

Steve Williams

Commissions & Boards

Zoning Board of Appeals

Planning Commission

Brian Starling-President

Dan Fishel

Lowell Coe

Karen Grotts

Constance Monk

Ron Kingdon

Mike McKown

Brian Starling

Nathan Porter

Karen Christy

William Symonds

Kenny Fishel

Robert Jones

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Types of categories of records maintained by the Village Pursuant to the Illinois FOIA

Agreements
Annexations
Audits
Bank records
Bids
Budgets
Contracts
Deeds
Employee/payroll
Easements
Insurance
Invoices
Licenses/permits
Maps
Minutes-all boards and commissions
Motor Fuel Tax
Ordinances/resolutions
Plats
Petitions
Proclamations
Publications
Receipts
Utilities

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

Attention: Village Clerk
Village of Brimfield
P.O. Box 451
Brimfield, IL 61517
Telephone: 309-446-3412
Fax: 309-446-3864
villagebrimfield@outlook.com

The above list of 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 Brimfield 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 Brimfield municipal code is available for public review. The code contains all ordinances which have been codified.