Village of Manteno

General Information

The mission of the government of the Village of Manteno is to preserve the quality of life by providing municipal services that are responsive to the needs of the residents and businesses and are reliable, efficient and fiscally responsible.

Manteno operates with a Village President and six trustees who are elected at large and serve a 4-year term. The Village is a non-home rule village operating under the Constitution and statutes of the State of Illinois

The day-to-day operations of the Village are managed by the Village Administrator. The Village Administrator is appointed by Village President, with the advice and consent of the Board of Trustees. The Village Board sets policy for the Village, adopts ordinances and resolutions, approves the annual budget (FY 26-27: $5,693,807.00), and approves all expenditures.

The Village of Manteno currently retains 39 full-time and 4 part-time employees. The organizational chart on the back page depicts the functional division of the village's employee population.

Boards and Commission Members

Village Board (4-year term):
Annette LaMore, Village President
CJ Boudreau
Mike Barry
Todd Crockett
Peggy Vaughn
Joel Gesky
Annette Zimbelman

Planning Commission (3-year term):
Paul Motel, Chairman
Chris Pilbeam
Louis Hupe
Andy Lee
Dolly Carson
Jason Dole
George Weiland

Police Commission (3-year term):
Scott Bertrand
Brian Meyer
Charles Frame

Police Pension Fund (2-year term):
Joe Grant
Keith Brack

Village Clerk (4-year term):

Location of Offices

Village Administration
Manteno Village Hall
98 East Third Street
Manteno, IL 60950
815-929-4800

Public Work's Department
10555 North Maple Street
Manteno, IL 60950
815-929-4802

Village Clerk
Manteno Village Hall
98 East Third Street
Manteno, IL 60950
815-929-4800

Police Department
Manteno Village Hall
110 Marquette Place South
Manteno, IL 60950
815-929-4801

Procedures for Requesting Public Records

All requests for the inspection and copying of non-exempt public records pursuant to the Act must be made in writing, preferably on a Village FOIA form. If a requestor is unable to obtain one of these forms, the Village will accept any legible written request, provided such request is clearly and concisely stated. The request may be made in person, between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday, except on holidays. The Village shall also accept FOIA requests received via electronic mail, and through the United States mail. The Village shall only be responsible for responding to requests that it actually receives and shall not be responsible for transmission or delivery error for FOIA requests that are submitted through alternative means. Any FOIA request received by the Village after normal business hours, as set forth above, shall be considered received on the following business day.

Requests for Police Division information (i.e. Accident Reports) shall be submitted to:

Manteno Police Department
110 Marquette Place South
Manteno, IL 60950

Requests for all other information pertaining to the Village and its committees, sub-committees, boards and commissions shall be submitted to:

Office of Village Clerk
Attn: Deputy Village Clerk
98 East Third Street
Manteno, IL 60950

The Village will respond to all FOIA requests within five working days of its receipt. The Village may give notice of an extension of time to respond which does not exceed an additional 5 working days, or a total of 10 working days from the written request. Such an extension is allowable only if written notice is provided within the original 5 working day time limit and only for the reasons provided in Section 3(d) of the FOIA (*5 ILCS 140/3(d)*). Such notice of extension shall state the reasons why the extension is necessary.

The Village shall respond to a request for public records in one of the following ways:

- Approve the request;
- Approve in part and deny in part;
- Deny the request;
- Give notice of an extension

Upon approval of a request for public records, the Village may either provide the materials immediately; give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

Appeal of a Denial

A FOIA request which has been denied in whole or part may seek review of the request by judicial review pursuant to Section 11 of the Act, or by submitting a request for review to the Public Access Counselor in the Office of the Attorney General at the address set forth below. Any request for review to the Public Access Counselor must be in writing, signed by the requestor, must include a copy of the request and the response, or responses, which have been received from the village, and must be filed not later than sixty days after the date of the denial.

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

Fees for FOIA Documents

Department	Document/Material	Fee
Village Clerk/MPD	Paper copies	$0.15 (after the first 50 pages)
Village Clerk	CD/DVD	$1.00
Village Clerk	Certification	$1.00