

# 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 23-24: \$7,326,150), and approves all expenditures.

The Village of Manteno currently retains 39 full-time and 40 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):**

Timothy O. Nugent, Village President  
Tim Boyce  
Todd Crockett  
Diane Dole  
Joel Gesky  
Samuel Martin  
Wendell Phillips

### **Planning Commission (3-year term):**

Francis Smith, Chairman  
Dan McGowan  
Annette Zimbleman  
Emily Gentry  
Todd Creek  
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):**

Robin Batka

## 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 Marquettee 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 2<sup>nd</sup> Street  
Springfield, Illinois 62706  
Fax: 217-782-1396  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

### **Fees for FOIA Documents**

| <b>Department</b> | <b>Document/Material</b> | <b>Fee</b>                        |
|-------------------|--------------------------|-----------------------------------|
| Village Clerk/MPD | Paper copies             | \$0.15 (after the first 50 pages) |
| Village Clerk     | CD/DVD                   | \$1.00                            |
| Village Clerk     | Certification            | \$1.00                            |

All other requests requiring outside duplication shall be charged the actual cost for the duplication.