

Freedom of  
Information Act  
Public Service  
Directory

Village of Cambridge  
Freedom of Information Office  
124 W. Exchange St.  
Cambridge, IL. 61238

## CONTENTS

### GOVERNMENT INFORMATION

General Government  
Information Community  
Demographics  
Facilities  
Village Organizational Chart  
List of Boards  
Village Board of Trustees  
Planning and Board of Appeals  
Village Department Contacts  
Village FOIA Police &  
Procedures Local Policies &  
Procedures  
Fee Schedule  
Freedom of Information Staff  
Contacts  
Public Records Available

Government Information  
Government Structure  
Community Demographics  
Government Facilities  
Organizational Chart  
Boards, Committees & Commissions  
Department Contacts

VILLAGE OF CAMBRIDGE- A progressive Community with a Proud Past – Est. 1843

## GENERAL VILLAGE INFORMATION

### **Mission Statement**

It is the mission of the Village of Cambridge to enhance the economic, physical, cultural, and spiritual qualities of life for citizens, businesses, and industries of Cambridge by meeting today's challenges and focusing on the future.

### **Vision Statement**

Cambridge is a multicultural community that values its citizens, community groups, schools, and businesses. A community that provides its residents with an outstanding quality of life and one that enjoys a positive image among its citizens and visitors. Cambridge is a vibrant, growing community with safe, attractive residential areas and profitable commercial and retail establishments.

### **General Government Information**

The Village of Cambridge is a municipality operating under a village president/board of trustees form of government.

The Village President (commonly referred to as the "Mayor") is elected for a four-year term. The Village President serves as the presiding chairman at all Village Board meetings and is entitled to full voting rights only to break ties or when items require a special majority for approval. The President also retains veto power over certain actions of the Board, which can only be overridden by a two-thirds majority of the village trustees.

The Village Board of Trustees is the legislative body of Village government, determining all matters of Village policy and approving all Village ordinances, resolutions, and major contracts and expenditures. The Village Board is comprised of six trustees, each of whom is elected at-large for four-year overlapping terms. The Village Board meets regularly on the last Monday of each month at 6:00 P.M. All meetings are held at the Village Administrative office located at 124 W. Exchange St. Village, unless otherwise noted.

The Village Clerk is appointed by the Village President with the concurrence of the Village Board of trustees. The Village Clerk is the official custodian of all Village records and the chief official responsible for the administration of all Village elections. The Village Clerk serves as secretary to the Village Board, attending all Board meetings to keep a permanent record of its proceedings in the form of Board Minutes.

The Village of Cambridge is presently staffed by 7 full-time employees and 6 part-time employees. Currently, the Village has a total annual operating budget of approximately \$1,992,034.00 (FY 2016-2017).

## Demographics

As of the census of 2010, there were 2,160 people, 839 households, and 577 families residing in the Village. The racial makeup of the Village was 96.2% White, 1.6% African American, 0.3% Native American, 0.6% Asian, 0.1% from other races, and 1.2% from two or more races. Hispanic or Latino of any race were 2.1% of the population.

There were 839 households out of which 32.2% had children under the age of 18 living with them, 58.0% were married couples living together, 7.4% had a female householder with no husband present, and 3.4% had a male householder with no wife present. 4.4% were non-families. 26.8% of all households were made up of individuals. The average household size was 2.46 and the average family size was 2.98.

In the Village the population was spread out with 24% under the age of 18, 12.5% from 15 to 24, 26.5% from 25 to 44, 26.20% from 45 to 64, and 10.8% who were 65 years of age or older. The median age was 38. For every 100 females there were 99.7 males.

The median income for a household in the Village was \$51,327. The per capita income for the village was \$24,330. About 7.6% of the population were below the poverty line.

## Facilities

The operations of the Village of Cambridge are housed in five facilities:

Village of Cambridge Administrative Office

Location: 124 W. Exchange St.

Cambridge, IL 61238

Phone: (309) 937-2570

Division: Administrative Offices, Utility Billing; Inspection, Planning & Zoning; Village Board Room; Village Clerk's Office, Village President's Office, Village Administrator's Office, Village Administrative Assistants Office and Community Development Director's Office.

Division- Public Works-Public Works Directors Office and all Village Maintenance Offices

Location: 101 Pleasant St

Cambridge, IL. 61238

Phone (309) 937-3380

Division- Waterworks- Water Treatment Facility Office

Location- 101 E. Exchange St

Cambridge, IL. 61238

Phone- (309) 937-3918

Division- Waste Water Treatment plant

Location- 11294 IL. Hwy 81

Cambridge, IL. 61238

Phone- (309) 937-2034

Division- Police Department

Location- 303 S. East Road

Cambridge, IL. 61238

Phone-(309-937-3911

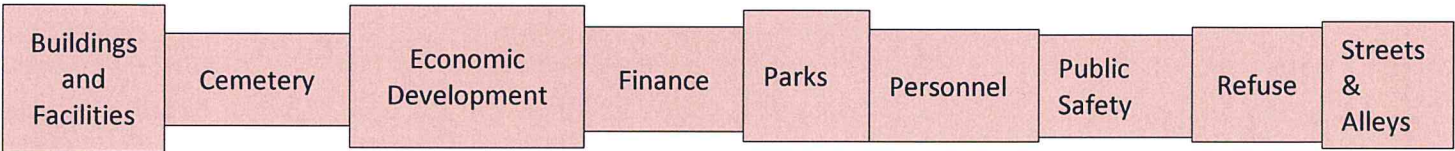
# ORGANIZATIONAL CHART

## Village of Cambridge

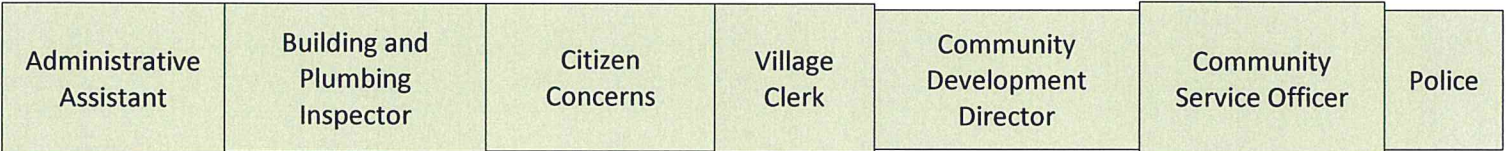
Village President

Trustees

Committees



Administrator



VILLAGE BOARD  
MEMBER LIST AS OF  
January 2019

Village of Cambridge Board of Trustees

All members are elected for a 4-year term. The Village Board regularly meets on the last Monday of each month at 6:00 PM at the Cambridge Administrative Office located at 124 W. W Exchange St. Unless otherwise noted

Village President Jason Gustafson  
Office Phone: 309 937-2570  
Current Term Expires: April 2021

Trustee: Amanda Johnson  
Current Term Expires: April 2021

Trustee: Jason Beam  
Current Term Expires: April 2021

Trustee: Logan Hamilton  
Current Term Expires: April 2021

Trustee: John Taylor  
Current Term Expires: April 2023

Trustee: Karen Brandau  
Current Term Expires: April 2021

Trustee: Mike Wignall  
Current Term Expires: April 2023

Village Clerk: Paula Pool  
Office Phone: 309-937-2571

Planning & Zoning Board of Appeals

All members are appointed by the Mayor with the approval of the Village Board. Meets on a as required basis..

Planning & Zoning Board

Chairman: Dave Johnson  
Member: Dale Doubler  
Member: Natilie Schieferdecker  
Member: Phil Vanearwage

Board Of Appeals

Chairman: John Roehrs  
Member: Open  
Member: Open  
Member: Cary Grant  
Member: Al Denison

VILLAGE OF CAMBRIDGE  
DEPARTMENT CONTACT INFORMATION

Department	Contact	Location	Telephone
Village President	Jason Gustafson	124 W.Exchange St.	937-2570
Village Administrator	Steven Brown	124 W. Exchange St	937-2626
Village Clerk	Paula Pool	124 W. Exchange St	937-2571
Public Works	Ed Dole	101 N. Pleasant	937-3380
Administrative Assistant	Carla Witter	124 W. Exchange St	937-2633
Police Department	Corey Hixson	303 S. East Road	937-3911
Building Inspector	Kyle Bess	124 W. Exchange St.	217-549-7604
Plumbing Inspector	Gary Walters	124 W. Exchange St.	944-7593

Village of Cambridge  
FOIA Policies & Procedures  
Request for Inspection or Copying of Public Records  
Rules & Regulations in Accordance with the Freedom of Information Act (5 ILCS 140)

Sec. 1 Introduction

The Illinois Freedom of Information Act (5 ILCS 140 et. seq.), as supplemented and amended since its effective date of July 1, 1984, requires all public bodies in the state to make non-exempt public records available for inspection and copying. The Village of Cambridge not only strives to comply with this law, but also fully endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the Village and the official acts and policies adopted by Village officials and public employees. The Village of Cambridge recognizes that its desire for the active and informed participation of its citizens in the public policy process necessitates as full and as free an access to this information as possible. In determining the parameters of public access to information, the Village of Cambridge also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations.

Pursuant to Section 3 of the Act, the Cambridge Village Board shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of the Freedom of Information Act. The rules and regulations contained herein have thus been established by the Village of Cambridge to ensure that its obligations under the law and its philosophical obligation to its citizens to promote openness and transparency are satisfactorily met. These rules are intended to serve as procedural guidelines for citizens and employees and officers of the Village in expediting the process of obtaining access to public records. In any instance in which these procedures shall conflict with language contained in the Illinois Freedom of Information Act as now existing or hereafter amended, the terms of the Act shall prevail.

Sec. 2 Procedures for the Request of Inspection or Copying of Records

Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at the Village Administration Office, 124 W. Exchange St. Cambridge, Illinois, Mondays through Friday between the hours of 8:00 A.M. and 4:30 P.M., except on holidays.

The Village of Cambridge shall also accept FOIA requests received via facsimile, electronic mail, and through the United States mail. The Village is only responsible for responding to requests that it actually receives and is not responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any requests received by the Village after normal business hours shall be considered received on the following business day.

All requests for public records must be made in writing, preferably upon a Village of Cambridge Freedom of Information Request Form. If a requesting party is unable to obtain one of these forms, the Village will accept any legible written request, provided that such written request is clearly and concisely stated and contains the name, address, and telephone number of the requester.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requester should ensure that the public record being sought is clearly identified in his/her request. Requesters should

provide as much known information about the requested record as possible (e.g. type of record, approximate date of record, etc.). The request should indicate whether the records are to be inspected, copied, and/or certified. The Village of Cambridge is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operations; nor is the Village obligated to interpret or advise requestors as to the meaning or significance of public records that may be provided.

If the request is being made for a commercial purpose, the requestor must disclose that fact to the Village at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.

### Sec. 3 Fee Schedule

Pursuant to 5 ILCS 140/6, the Village of Cambridge is given the authority to charge reasonable fees for the duplication and/or certification of public records produced in compliance with FOIA requests. The Freedom of Information Officer is given the authority to grant a waiver or reduction of fees for copying records if the requestor's stated purpose is to obtain information regarding the health, safety, and welfare of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of any such waiver or fee reduction, the Village will also consider the number of records requested and the actual costs of copying.

Unless otherwise waived, copying fees must be paid in advance of the records being made available to the requestor. Fees are as follows:

8.5" x 11" documents: \$0.15/page

8.5" x 14" documents: \$0.15/page

11" x 14" documents: \$0.15/page

Audio Tape: Cost of reproduction

Compact Disc: \$5.00/unit

Certification: \$1.00/document

For each request form filed, citizens shall be furnished with the first fifty (50) pages of standard, black and white copies at no charge. Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 11" x 14" in area, unless a waiver or fee reduction is granted by the Freedom of Information Officer as a means of furthering the public interest.

Fees to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the Village. Information regarding these fees will be provided to the requestor before copying. Additional fees for accident records may apply, as allowable by law.

### Sec. 4 Village Response to Requests for Inspection or Copying of Records

In accordance with the law, the Village of Cambridge will respond to all non-commercial requests within five (5) working days of receipt. Responses will be provided to any commercial requests within twenty-one (21) working days of receipt. In processing requests for information made under the Act, the Village shall give priority first to any non-commercial requests pending before it. The Village must respond in one of the following methods:

#### A. Approval of Request

If the requested records are available and determined to be non-exempt, the Village will advise the requestor of the documents which are available and the cost to copy the records. For commercial requests, the Village response will include an estimate of the time required to locate and compile the records requested, as well as the estimated fees to be assessed to the requestor.

If the requestor has asked to inspect the documents, the Village will provide the requestor with notice of a time and location in which the records will be made available for inspection. Any inspection of public records will be conducted during normal business hours at the Village Administrative Office, unless another location is otherwise agreed upon by the Village and the requesting party. The Village may require that an officer or employee of the Village be present during any inspection of public records. A requestor may also be prohibited from bringing bags, brief cases, or other containers into the room in which the inspection takes place. Documents made available for inspection will be held for fourteen (14) working days from the date of the Village's response and, thereafter, will be re-filed.

Fees for copies of records, unless waived, must be paid in advance. All copying of documents shall be done by an officer or employee of the Village of Cambridge. Upon written request, the Village will mail copies of public records to the requester.

#### B. Notice of Extension

Under certain circumstances, the Freedom of Information Act allows the Village to provide notice of an extension of time for response to a request. This time period shall not exceed an additional five (5) working days, or a total of ten (10) working days from the receipt of the original request. Any notice of extension must cite the reason why the extension is necessary.

#### C. Denial of Request

Any denial of any part of a request shall be made in writing and shall state the reason(s) for the denial in accordance with Section 3(g), or if the record is determined to be exempt, pursuant to Section 7 of the Freedom of Information Act.

Section 3(g) of the Act allows the Village to deny a request for a category of records if compliance with the request would place an undue burden upon the Village and there is no way to narrow the scope of the request, and/or the burden on the Village outweighs the public interest in the information. Before denying a request on the basis of this exemption, the Village will contact the requestor to offer him/her an opportunity to confer with the Village in an attempt to reduce the scope of the request to a manageable proportion. Any denial pursuant to Section 3(g) shall specify the reason(s) why it would be unduly burdensome to the Village and the extent to which compliance with the request would burden the operation of the Village. Repeated requests for the same public records by the same person shall be deemed unduly burdensome and shall be denied accordingly.

Section 7 of the Act enumerates a series of records that are considered exempt from public disclosure and, therefore, need not be produced by the Village.

All denials shall include the name and title of the individual or individuals responsible for the denial of the request, and shall include a detailed factual basis for the application of any exemption claimed. Any denial must also include a notice of the requester's statutory right to petition the office of the Public Access Counselor in the office of the Illinois Attorney General for review of the denial, as well as the right to judicial review under Section 11 of the Act. In accordance with the provisions of the Act, copies of all denials shall be retained by the freedom of Information Officer and will be indexed according to the type of exemption asserted and, to the extent feasible, according to the type of records requested.

If the Village determines that a FOIA request should be denied by claiming an exemption under subsection (1) (c) or (1) (f) of Section 7 of the Act, the Freedom of Information Officer shall provide written notice to both the requestor and the Public Access Counselor of the Village's intent to deny the request in whole or in part. This notice shall include: a copy of the original FOIA request; the proposed response from the Village; and a detailed summary of the Village's basis for asserting the exemption. Upon receipt of the notice of intent to deny, the Public Access Counselor shall determine whether or not further inquiry is warranted. Within five (5) working days after receipt of the notice of intent to deny, the Public Access Counselor shall notify the Village and the requestor whether further inquiry is warranted.

#### Sec. 5 Administrative & Judicial Review Procedures



Any requestor whose request for information has been denied by the Village may exercise his/her statutory right to petition the Public Access Counselor in the office of the Illinois Attorney General for review of said denial. A request for review must be filed with the Public Access Counselor not later than sixty (60) days after the date of the final denial. Any such request for review must be in writing, signed by the requestor, and include copies of the original FOIA request and any responses received from the Village.

Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation of the Act is unfounded, he/she shall so advise the requestor and the Village and no further action will be taken with respect to the complaint. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Village within seven (7) working days after receipt and shall specify the records or other documents that the Village shall furnish to facilitate the review. Within seven (7) working days after receipt of the request for review, the Freedom of Information Officer must provide copies of the records requested and shall otherwise fully cooperate with the Public Access Counselor. To the extent that records produced by the Village for the purposes of review contain information that is claimed to be exempt, the Public Access Counselor shall not further disclose that information. Within seven (7) working days after it receives the request for review and request for production of records from the Public Access Counselor, the Village may provide an answer to the allegations of the request for review in the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of any such written answer to the person submitting the request for review and the requestor may respond in writing to such answer within seven (7) working days. If the requestor chooses to file a written response to the Village's answering of the allegations, he/she must also provide a copy of that response to the Village.

The Attorney General shall examine the issues and records submitted in conjunction with any request for review and shall, within sixty (60) days, issue to the requestor and to the Village an opinion in response to the request for review. The opinion shall be binding upon both the requestor and the Village, subject to administrative review under Section 11.5. The Public Access Counselor may opt to extend the 60-day time period by up to twenty-one (21) additional working days, provided that he/she sends written notice of such extension to both the requestor and the Village. The Attorney General may exercise his/her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion. Upon receipt of a binding opinion concluding that a violation of the Act has occurred, the Freedom of Information Officer shall either take necessary action immediately to comply with the directive of the opinion, or shall initiate administrative review under Section 11.5. If the opinion concludes that no violation occurred, the requestor may initiate administrative review under Section 11.5.

Any person denied access to inspect or copy any public record shall also have the right to file suit for injunctive or declaratory relief in Henry County.

#### Sec. 6 Village of Cambridge FOIA Administrative Procedures

In accordance with Section 3.5 of the Act, the Village Board shall designate an employee or officer of the Village to serve as Freedom of Information Officer. The designated Freedom of Information Officer may, from time to time, designate additional employees or officers to serve as deputy freedom of information officers for particular departments or divisions of the Village as necessary to expedite the FOIA process. Freedom of Information officers and deputies shall be charged with the responsibility for implementing these policies and procedures and processing all requests for information in accordance with the terms of the Act. Deputy Freedom of Information officers shall, at the discretion of the Freedom of Information Officer, be given the authority to act as the primary freedom of information officer for each department or division in which they have been assigned. Each individual designated as a freedom of information officer or deputy shall successfully complete an annual training curriculum through the State of Illinois, as provided in the Act.

All FOIA requests shall be date stamped upon receipt by the Village. Upon receipt, the Freedom of Information Officer shall forward a copy of the request to the appropriate contact employee for the department in which the records are located. Upon forwarding the request to the appropriate department,

the Freedom of Information Officer shall also indicate the date by which the request must be approved or denied (five working days from the date of receipt). Please note that the first day will be the first date after receipt and must be a business day.

The employee responsible for providing the information on behalf of his/her department shall promptly either comply with or deny the request. The employee shall notify the Freedom of Information Officer of his/her action on the request no later than five (5) working days after the first date of receipt. The Freedom of Information Officer shall then respond in writing to the requestor accordingly. If denying the request, the official responsible for the denial must include, in writing, the following information:

1. The statutory exemption used as the basis for the denial and the specific reasons for the denial, including a detailed factual basis and citation to supporting legal authority;
2. The names/titles of each person responsible for the denial;
3. The notice of the requestor's statutory right to petition the Public Access Counselor for review of the denial; and
4. The notice of the requestor's statutory right to judicial review under section 11 of the Act. If any public record exempt from disclosure contains material which is not exempt, the Village shall delete the exempt information and make the remaining information available for inspection and copying.

If the responsible FOIA Officer determines that there is not adequate time to gather the requested information, the time limit may be extended by an additional five (5) working days. Extensions should be reserved only for extenuating circumstances. Appropriate reasons for extension include:

1. The requested record is in a place other than the office at which the record is being requested
2. The request requires the collection of a substantial number of specified records
3. The request is understood in categorical terms and requires an extensive search for the records responsive to it
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if the records are exempt from disclosure under Section 7 of the Act, or should be revealed only with appropriate deletions
6. The request for records cannot be complied with by the public body within the time limits prescribed by Section 3 of the Act without unduly burdening or interfering with the operations of the public body
7. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

If Additional time is required the Freedom of Information Officer will send written notice of extension to the requestor, stating the reasons for the extension and the date by which the records will be available or that a denial will be forthcoming. Extensions will not be granted for a period exceeding five (5) working days, except in the most unusual circumstances; provided that any such extraordinary period for extension will first be agreed upon in writing by both the requestor and the Freedom of Information Officer.

All requests for public records made under the FOIA shall be maintained in a file in an office designated by the Freedom of Information Officer and preserved in accordance with the provisions of the Local Records Act. Documents maintained in this file shall include, but not be limited to, the following: the original request, a copy of the written response, a record of written communications with the requester, and a copy of all other communications. Additionally, all denials of FOIA requests shall, by law, be indexed according to the statutory basis for the individual denial. To the extent practicable, these records should be further subdivided by type or category of record requested.

In accordance with the provisions of Section 4 of the Act, the Freedom of Information Officer shall be responsible for publishing and maintaining a local FOIA manual, pamphlet, or other substantially similar document containing the following information:

1. A brief description of the Village of Cambridge, including, but not limited to:

- a. a short summary of its purpose
  - b. a block diagram of its functional subdivisions
  - c. the total amount of its operating budget
  - d. the number and location of each of its separate offices
  - e. the approximate number of full- and part-time employees
  - f. the identification and membership of any board, commission, committee or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures
2. A brief description of the methods whereby the public may request information and public records
3. A directory designating by titles and addresses those employees to whom requests for public records should be directed
4. A schedule of local fees, as allowable under Section 6 of the Act
5. A reasonably current list of all types or categories of records maintained by the Village of Cambridge
6. A listing of all documents or categories of records that the Village shall immediately disclose upon request
7. A description of the manner in which public records stored by means of electronic data processing may be obtained in a format comprehensible to persons lacking knowledge of computer language or printout format.

All of the foregoing general information shall also be made available for public access on the Village of Cambridge website.

VILLAGE OF CAMBRIDGE  
FREEDOM OF INFORMATION STAFF CONTACT LIST

FREEDOM OF INFORMATION OFFICER VILLAGE OF CAMBRIDGE

Steven Brown

Carla Witter

124 W. Exchange St.

Cambridge, IL. 61238

Phone: 309-937-2570

Fax: 309-937-3955

Email: cambridgeil.org

## Available FOIA Documents

01/01/2019

Board Agendas \*

Board Minutes \*

Appropriation Ordinance

Ordinances

Financial Reports

Committee Agendas \*

Committee Minutes \*

TIF Agreements

Board Policies

Paid/Expenses/Invoices

Contracts

External Audit Reports

Budgets

Surveys

Resolutions

\* Available immediately on web site- [www.cambridgeil.org](http://www.cambridgeil.org)