

Freedom of Information Act

Requests for public records are fulfilled under the guidelines of the Freedom of Information Act (“FOIA”), 5 ILCS 140/1, et seq. Requests to examine or receive copies of the Village of Viloa (the “Village”) records will be directed to the appointed FOIA Officer, Angel Erhart. The Village will respond to all FOIA requests within five (5) working days of its receipt or twenty-one (21) working days if the request is designated as a commercial request. (5 ILCS 140/3-3.1). If additional time is needed, requestors will be notified of the Village’s intent to respond within an additional five (5) working days as permitted under FOIA. (5 ILCS 140/3).

Description of the Village of Viola:

Nestled at the intersection of U.S. Route 67 and Illinois Highway 17, the picturesque Village of Viola is truly the heart of Mercer County. Surrounded by the stunning beauty of rural Illinois, our charming village is a delightful blend of small-town warmth and modern accessibility.

Viola’s tree-lined streets and friendly atmosphere invite you to slow down and savor the simple pleasures of life, while its strategic location ensures easy access to the bustling centers of Monmouth, Galesburg, Kewanee, Aledo, Muscatine, and the Quad Cities.

Come experience the welcoming spirit of Viola, where tradition meets convenience and community thrives at the crossroads of Mercer County.

The Total Amount Of Its Operating Budget:

\$ _____ 528,950.00 _____ General Fund Budget (Fiscal Year 2026)

The Number And Location Of All The Offices:

The Village operates one (1) office located at Village Hall, 1305 17th Avenue, Viola, Illinois 61486

Full-Time And Part-Time Employees:

There are __2__ full time employees and __10__ part-time employees.

Any Advisory Board, Commission, Committee, Or Council, And Its Membership:

- **Finance/Purchasing**
 - Members: Connie Lindsay & Morgan Lester
- **Streets/Alleys**
 - Members: Allyn Steagall, Mike Nelson, & Rock Caldwell
- **Public Grounds/Buildings**
 - Members: Allyn Steagall, Connie Lindsay, & Morgan Lester
- **Cemetery**
 - Members: Mike Nelson & Morgan Lester
- **Water/Sewer**
 - Members: Mike Nelson & Rock Caldwell
- **Police/Health/Fire**
 - Members: Allyn Steagall, Rock Caldwell, & Connie Lindsay
- **TIF and Census**
 - Members: Mike Nelson & Rock Caldwell
- **Employee Benefits**
 - Members: Connie Lindsay, Morgan Lester, & Allyn Steagall
- **Planning Commission**
 - Members: Connie Lindsay, Mike Nelson, Heather Barber, Jim Morrison, & Allyn Steagall
- **Zoning Board of Appeals**
 - Members: Alex Miller, Jim Morrison, Heather Barber, Joe Jensen, & Scott Barber

How To Request Public Records, The FOIA Officer And Their Address, And Any Allowable Section 6 Fees:

Requests may be submitted in writing via email, mail, personal delivery, or other means

available to the public body. The information required when submitting the request can be found

below and on the Village website at www.thevillageofviola.org. Requests by email must be sent to the Village FOIA Officer, Angel Erhart at email address: Angel.Erhart@thevillageofviola.org. If submitting via email, requests must appear in their entirety within the body of the electronic submission. (5 ILCS 140/3(c)). Requests by mail and personal delivery shall be made to 1305 17th Avenue, Viola, Illinois 61486. The Village reserves the right to charge fees in accordance with Section 6 of FOIA.

Fees:

- First 50 black and white letters or legal-size copies: No charge
- Additional copies: \$0.15 per page
- Color copies: \$0.20 per page
- Certified copies: \$1.00 each
- Miscellaneous copies: The actual cost of production will be charged for oversized copies, digital mediums, etc.

Freedom of Information Act Officer:

- Angel Erhart, Village Clerk, Angel.Erhart@thevillageofviola.org

Direct Requests To:

- 1305 17th Avenue, Viola, Illinois 61486

Requests should include:

1. Requester's Name
2. Phone Number(s)
3. Mailing Address
4. Email Address (optional)
5. Description of the records requested.
6. State whether you wish to receive copies, to examine the records, or both.
7. A statement as to whether it is for a commercial purpose.
8. If requesting a fee waiver, include this (or a similar statement) in your FOIA request: "I request a waiver of all fees associated with this request." As well as a specific explanation as to why the requested information is for public interest and not only personal interest, thus meriting a fee waiver.