

## VILLAGE GOVERNMENT

The Village of Roselle has a Mayor-Trustee form of government. The Roselle Village Board is comprised of eight officials—the Mayor, six Trustees, and Village Clerk. Each is elected to a staggered four year term, such that there is an election every two years. The major responsibilities of the Village Board are:

- To investigate, develop, and adopt policies that provide residents of Roselle with the best possible municipal services.
- To make financial responsible budgetary decisions.
- To provide sound and responsible planning for the orderly growth and the future welfare of the Village.
- To evaluate the efficiency and effectiveness of all village foundations—water and sewage system, police and fire departments, street improvements and maintenance.

Several Board and Commissions advise the Village Board.

- Planning and Zoning Commission
- Zoning Board of Appeals
- Board of Fire and Police Commissioners
- Police Pension Board
- Fire Pension Board
- TIF Commission

The Village of Roselle employs approximately 97 full time employees and 50 part-time employees. The total operating and capital expenditures budget for the fiscal year 2017 is \$39 million dollars.

January 2017

**It is the policy of the State that all persons are entitled to “full and complete information regarding the affairs of the Government and the official acts and policies of those who represent them.”**

### Village of Roselle FOIA Officers

- **Village Clerk’s Office: Patty Burns**
- **Police Department: Robert Legg**
- **Fire Department: Stacie Riser**

### RECORDS IMMEDIATELY AVAILABLE

(partial list)

- Ordinances and Resolutions
- Contracts and Agreements
- Approved Village Board Meeting & Committee Minutes
- Approved & Released Ex. Session Minutes
- Minutes & Agendas of Various Boards and Commissions
- Election Information (Village of Roselle)
- Records of Village Owned Property
- Annexation Agreements, Recapture Agreements,
- Subdivision, Planned Unit Developments, Easements,
- Right of Way Vacation and TIF Information
- Zoning Information, Files, Notices, Reports, Permits
- Code Enforcement Files and Reports
- Applications for Business License & Liquor License
- Permits for Raffles, Solicitations & Vending Machines
- Village Publications, Community Trail Maps
- Roselle Address Map
- Curbside Waste and Recycling Information
- Senior Citizen Programs, & Utility Brochures
- Annual Budget Information, Audited Financial Statements, Monthly Financial Reports, Monthly Treasurer’s Reports.
- Village Health Insurance Information
- Village Liability Insurance Information
- New Businesses list

Many of these forms and records can be found online at [www.roselle.il.us](http://www.roselle.il.us)

For a complete list visit [www.roselle.il.us](http://www.roselle.il.us)

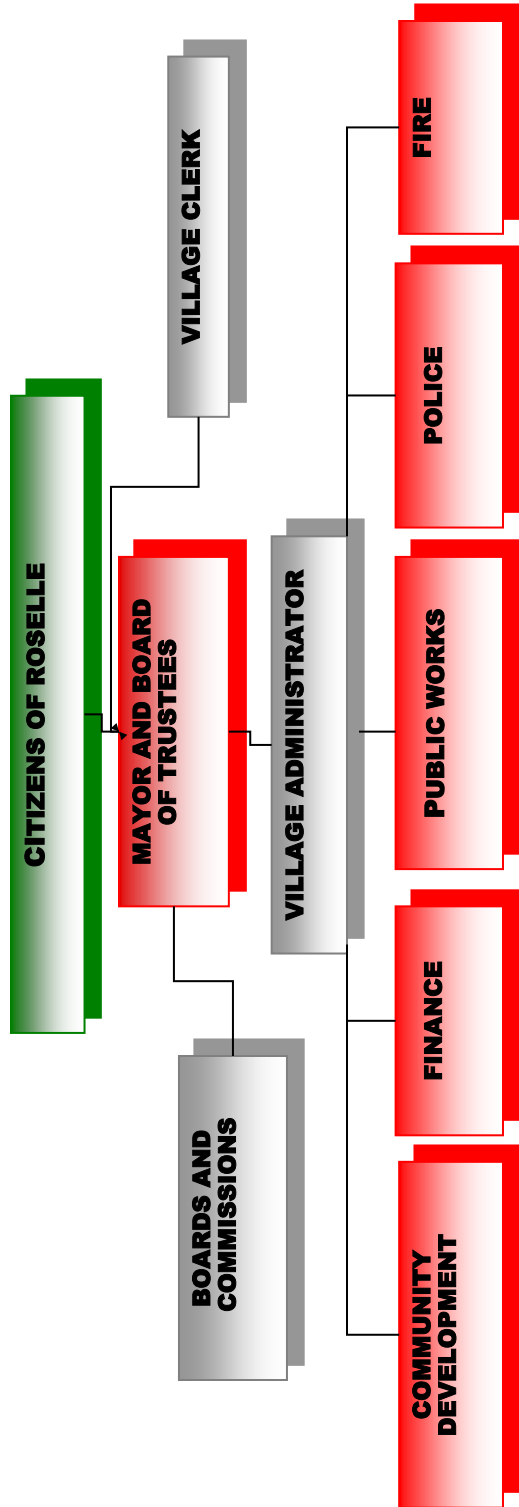
## VILLAGE OF ROSELLE FREEDOM OF INFORMATION DIRECTORY



**31 S. PROSPECT ST.  
ROSELLE, ILLINOIS  
60172**

**(630) 980-2000  
[www.roselle.il.us](http://www.roselle.il.us)**

**VILLAGE OF ROSELLE ORGANIZATIONAL CHART**



**FREEDOM OF INFORMATION REQUESTS**

- Requests in accordance with the Freedom of Information Act shall be in writing. No specific form is required. Copies of a standard FOIA form are available in the Village Clerk's Office and on the Village's web site: [www.roselle.il.us](http://www.roselle.il.us) under the Clerk tab.
- Written FOIA requests may be submitted by mail, fax, email or personal delivery to the Village Clerk's Office: 31 S. Prospect St. Roselle, IL. 60172  
 clerk@roselle.il.us FAX # (630) 980-0824
- Records and information will be made available for inspection and copying unless the records or information are exempt under the Freedom of Information Act.
- Each request will be completed or denied within five (5) working days after it is received. The five (5) day period may be extended up to ten (10) working days if required.

**PROCEDURE FOR APPEALING  
A DENIAL**

Any requester whose request has been denied may file a request for review with the Public Access Counselor no later than 60 days after the date of the final denial.

Public Access Counselor  
Office of the Attorney General  
500 S. 2nd St.  
Springfield, IL. 62706  
(877) 299-FOIA  
FAX: (217) 782-1396

The request for review must be in writing, signed by the requester and must include a copy of the request for access to records and any responses from the public body.

**DUPLICATION FEES**

**The first 50 basic B&W copies are free, after which the following fees will apply.**

- Copies: 8<sup>1/2</sup> x11 or 8<sup>1/2</sup> x14...15 cents/page
- Maps or plats..... \$3.00/page
- Certifications.....\$1.00/page
- Materials that require duplication to be outsourced, shall be charged based on the cost of such copying or reproduction. A deposit will be required for this service.

**DEPARTMENT LISTING AND LOCATIONS**

- Administrator and Village Clerk's Office:  
Village Hall  
31 S. Prospect St.  
Administration: (630) 671-2808  
Clerk's Office: (630) 671-2802
- Community Development  
Village Hall  
31 S. Prospect St.  
(630) 671-2825
- Fire Department  
100 E. Maple Ave.  
(630) 671-2043
- Finance Department  
Village Hall  
31 S. Prospect St.  
(630) 980-2000
- Police Department  
103 S. Prospect St.  
(630) 980-2025
- Public Works  
474 Congress Circle North  
(630) 671-2360