

VILLAGE OF BUCKNER
STATE OF ILLINOIS

ORDINANCE NO. 26-03-02

AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE
ILLINOIS FREEDOM OF INFORMATION ACT FOR THE VILLAGE OF BUCKNER,
ILLINOIS.

PASSED BY THE BOARD OF TRUSTEES
OF THE VILLAGE OF BUCKNER
ON THIS 19 DAY OF March, 2026

Published in pamphlet form by authority of the
Board of Trustees of the Village of Buckner,
Franklin County, Illinois

This 19 day of March, 2026.

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AN ORDINANCE SETTING FORTH PROVISIONS FOR COMPLIANCE WITH THE ILLINOIS FREEDOM OF INFORMATION ACT FOR THE VILLAGE OF BUCKNER, ILLINOIS.

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-40-3, provides that the corporate authorities of each municipality may declare all inoperable motor vehicles to be a nuisance; and

WHEREAS, the Freedom of Information Act ("FOIA") took effect on July 1, 1984 (5 ILCS 140/1, et. seq.); and

WHEREAS, FOIA is intended to provide the public with access to the records of public bodies; and

WHEREAS, it is necessary for the Village of Buckner to establish practices and procedures ensuring its full compliance with FOIA, so that the public policy stated therein can be carried out effectively and efficiently with respect to the records of the Village of Buckner.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Village of Buckner, Franklin County, Illinois, as follows:

SECTION 1: The Village President is hereby designated as the Freedom of Information Officer to whom all initial requests for access to the records of the Village of Buckner are to be referred. Such requests are to be made at the offices located at 200 E Main St, Buckner, Illinois, by calling 618-724-7501 for an appointment. Requests can also be made through the Village website www.VillageofBuckner.org contact us form or by email BucknerIllinoisMayor@yahoo.com. In the event that the Village President is not available, the Village Clerk is designated as the Deputy Freedom of Information Officer to whom such initial requests are to be made. Except in instances when records are furnished immediately, the Freedom of Information Officer, or his or her designee(s), shall receive requests submitted to the Village of Buckner under FOIA, ensure that the Village of Buckner responds to FOIA requests in a timely fashion, and issue responses as required or authorized under FOIA. The Freedom of Information Officer shall develop a list of documents or categories of records that the Village of Buckner shall immediately disclose upon request.

SECTION 2: Upon receiving a request for a public record, the Freedom of Information Officer shall:

(1) Note the date the Village of Buckner receives the written request;

(2) Compute the day on which the period for response will expire and make a notation of that date on the written request;

(3) Maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and

(4) Create a file for the retention of the original request, a copy of the response, a record of written communications with the requester and a copy of other communications relating to the request.

SECTION 3: The Freedom of Information Officer and Deputy Freedom of Information Officer(s) shall, within 30 days of designation, successfully complete an electronic training curriculum through the Illinois Attorney General Public Access Counselor and thereafter successfully complete an annual training program. Whenever a new Freedom of Information Officer is designated by the Village of Buckner, that person shall successfully complete the electronic training curriculum within 30 days after assuming the position.

SECTION 4: Any records which are the subject of a request under FOIA shall be retrieved from such place as they are stored by the Freedom of Information Officer, or by an employee of the Village of Buckner acting under the direction of the Freedom of Information Officer. In no event shall records be retrieved by the party requesting them or by any person who is not employed by the Village of Buckner.

SECTION 5: If copies of records are requested, the fees for such copies, whether certified or not, shall be as determined from time to time by the Freedom of Information Officer pursuant to Section 6(b) of FOIA. The clerk shall maintain a written schedule of current fees in the clerk's office. The fees so charged shall reflect the actual cost of copying the records, and the cost of certifying copies, if certification is requested, subject to the limitations under FOIA.

SECTION 6: In the event that a request to inspect Village of Buckner records is denied by the Freedom of Information Officer, the denial may be appealed to the Illinois Attorney General Public Access Counselor.

SECTION 7: The clerk shall prepare a: (a) Village of Buckner Information Directory; (b) block diagram of the functional Subdivisions of the Village of Buckner; (c) Village of Buckner Records Directory, all of which shall be substantially in the same form as the documents attached hereto and made a part hereof as Exhibits A, B and C. This information shall also be posted on the Village of Buckner's website.

SECTION 8: Repeal of Conflicting Provisions. All ordinances, resolutions and policies, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.


SECTION 9: Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

SECTION 10: The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PRESENTED and **PASSED** by the Board of Trustees of the Village of Buckner, Franklin County, Illinois, on this 19 day of March, 2026.

| | |
|---------|----------|
| AYES | <u>5</u> |
| NAYS | <u>0</u> |
| ABSENT | <u>1</u> |
| ABSTAIN | <u>0</u> |

19 **APPROVED BY THE PRESIDENT OF THE VILLAGE OF BUCKNER, THIS**
DAY OF March, 2026.



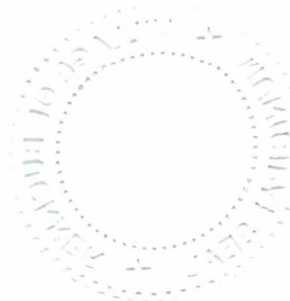
Aaron Eubanks, President

ATTEST:



Toni Young, Village Clerk

ORDINANCE NO. 26-03-02



ATTACHED EXHIBITS

EXHIBIT A - MUNICIPAL INFORMATION DIRECTORY

EXHIBIT B - SAMPLE BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS

EXHIBIT C - MUNICIPAL RECORDS DIRECTORY

EXHIBIT A

MUNICIPAL INFORMATION DIRECTORY

Village of Buckner

The Village of Buckner is a municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Fire protection.
- B. Sewer and water service.
- C. Garbage collection service.

The Village of Buckner currently has no Police Department.

The Village of Buckner has certain functional subdivisions which are shown on Table 1 attached hereto. The approximate amount of the operating budget of the Village of Buckner is \$405,750. The Village of Buckner Fire Protection is located at 207 E Main St, Buckner Village of Buckner also has a pumping station for its water distribution system located at approximately, 200 E. Main St Buckner, Illinois, and a sewer pump station throughout Buckner is pumped to the Christopher, Illinois treatment plant. The Village of Buckner currently employs two (2) full-time and zero (0) part-time employees.

The members of any board, commission or committee of the Village of Buckner are as follows:

Mayor/President: Aaron Eubanks

Clerk: Toni Young

Treasurer: Phyllis Learned

Board of Trustees: Nichole Dolderer, Tara Ferguson, Michael Kanady, Sara Goff, Eric Burkard and Kevin Easley.

EXHIBIT B

DIAGRAM OF FUNCTIONAL SUBDIVISIONS

Village of Buckner

PRESIDENT

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TREASURER - BOARD OF TRUSTEES - CLERK

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FIRE DEPT.

PUB. WORKS DEPT.

WATER CLERK DEPT.

The Freedom of Information Officer(s) for the Village of Buckner is/are:

Name

Contact information

FOIA Officer - Aaron Eubanks

618-724-7501 BucknerIllinoisMayor@yahoo.com

Deputy FOIA Officer – Toni Young

618-724-7501 BucknerIllinoisMayor@yahoo.com



EXHIBIT C
MUNICIPAL RECORDS DIRECTORY

Village of Buckner

Any person requesting records of the Village of Buckner may make such a request either in person, orally or in writing at the clerk's office located at 200 E. Main St Buckner, Illinois. Such a request should be made to Village President, Freedom of Information Officer at such address and if he or she is not present in person, you should see the Village Clerk, Deputy Freedom of Information Officer. Another method would be by certified mailing, faxing or emailing a written request to either the Village President at BucknerIllinoisMayor@Yahoo.com, Freedom of Information Officer or the Village Clerk, Deputy Freedom of Information Officer specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the Freedom of Information Officer at the address of the clerk's office. If you desire any records to be certified, you must indicate that in your request and specify which records must be certified.

The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

First 50 pages, black and white, letter or legal-size copies, no cost.

Additional pages, black and white, letter or legal, actual cost to \$0.15 per page.

Electronic records will be formatted subject to reimbursement for costs of recording medium.

Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs. The Village of Buckner does not have a color printer.

Costs of certifying a record will be \$1.00.

Records may be furnished without charge or at a reduced charge, as determined by the Village of Buckner, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.