

CITY OF CHILLICOTHE

ILLINOIS FREEDOM OF INFORMATION ACT DIRECTORY

PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT
(5 ILLINOIS COMPILED STATUTES 140/1 et seq)
THROUGH PUBLIC ACT 96-542
EFFECTIVE JANUARY 1, 2010
REVISED 2014

TABLE OF CONTENTS

1. Statement of Purpose
2. Statistical Information
3. Municipal Officers
4. Council Committees
5. Boards & Commissions
6. Catalogue of Records
7. Organizational Chart
8. Request Form

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

STATEMENT OF PURPOSE

The purpose of the City of Chillicothe is to protect individual rights of citizens, basic security and to provide order.

FOIA OFFICER – Margaret Hurd, City Clerk
John Myers, Fire Chief
Heather Cox, Dispatcher
Denise Passage, Deputy

Requesting Information or Public Records

Any one who would like to request information or public records must submit their request in writing, in person, by mail, or by telefax. For convenience a form is available at City Hall or on our website. www.cityofchillicotheil.com.

FEE SCHEDULE

The fee for records is as follows:

Minimal charge after 50 pages or enlargements
Police Accident Reports \$5.00

STATISTICAL INFORMATION

The total amount of the 2014-2015 operating budget by fund

REVENUE

Projected for fiscal year 2014-2015

General/Road & Bridge	\$1,932,373
Water/Sewer	\$ 876,500
TIF Plaza	\$ 370,000
TIF Central	\$ 263,650
Miscellaneous	\$ 907,672

EXPENSES

Projected for fiscal year 2014-2015

General/Road & Bridge	\$2,748,843
Water/Sewer	\$1,172,625
TIF Plaza	\$ 247,700
TIF Central	\$ 283,450
Miscellaneous	\$1,384,643

CONTINGENCIES

General/Road & Bridge	\$ 40,500
-----------------------	-----------

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

MUNICIPAL OFFICES

Chillicothe City Hall
908 N. Second St.
Chillicothe, IL 61523

Chillicothe Police Department
823 N. Second St.
Chillicothe, IL 61523

Chillicothe Public Works
1707 Santa Fe Avenue
Chillicothe, IL 61523

Chillicothe Fire Department
217 Chestnut ST.
Chillicothe, IL 61523

EMPLOYEES

Full Time Employees - 26
Part Time Employees - 4
Seasonal Employees - 6

MUNICIPAL OFFICIALS

ELECTED

Mayor	Douglas P. Crew
City Clerk	Maragret E. Hurd
City Treasurer	B.L. Bredeman
Aldermen	Ronald Beaumont
	Patricia Westerman-Connor
	Danny Colwell
	Dennis C. Gould
	Mike Hughes
	James Thornton
	Gary Sharp
	Melvin Witte

APPOINTED

City Attorney	Michael Seghetti
City Engineer	Ken Coulter
Economic Development Director	Rachael Parker
Police Chief	Scott Mettillie
Office Manager	Denise Passage
Superintendent of Public Works	Josh Cooper
Fire Chief	John Myers

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

COUNCIL COMMITTIES

FINANCE & DEVELOPMENT

James Thornton, Chairman
Patricia Westerman-Connor
Danny Colwell

PUBLIC WORKS

Dennis Gould, Chairman
Mel Witte
Mike Hughes

PUBLIC SAFETY

Mike Hughes, Chairman
Gary Sharp
Ron Beaumont

HUMAN RESOURCE

Mayor Douglas Crew, Chairman
Mike Hughes
James Thornton
Dennis Gould

COMMISSIONS & BOARDS

ZONING BOARD OF APPEALS – 7 Required

Gail Koch
2025 White Clover Dr.

Term: 2017
Email: Gail.A.Koch@OSFhealthcare.org

Bob Wilkins
1123 Beech

Term: 2017

Rich Gillespie
1007 Fourth

Term: 2017

Tom Ruhland, Chairman
108 Leonard

Term: 2015

Mike Smith
107 S. Bay Dr.

Term: 2016

Don White
302 Second

Term: 2016

Stephanie Farris
1304 First St.

Term: 2015

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

BOARD OF POLICE & FIRE COMMISSIONERS – 3 Required

Kenneth Kirkman (264-2245) Term: 2017
1011 N. Manning Dr.

OPEN Term: 2016 Unexpired

Rich Underwood Term: 2015
1316 Fourth

POLICE PENSION BOARD – 2 Required

Bill Batek Term: 2015
625 Taylor Dr.

Darlene Kumpf Term: 2016
16510 N. Lakeview

PLAN COMMISSION – 12 Required

Joseph Binstock Term: 2017
701 Taylor

Dennis Parkins Term: 2017
613 Benedict

Jeff Nudd Term: 2017
501 Stillwater Dr.

John Myers Term: 2017
106 S. Bay Dr.

Mike Morgan Term: 2017
1017 Woodbine

Irvin Latta Term: 2015

Brook Cranford Term: 2015 Unexpired Term

Jim Redmond Term: 2016 appointed 7/22/13
1521 Fifth 270-4214
360-4916

Colleen DeFord Term: 2015 Unexpired 7/22/13
606 Fifth 264-0052
cvdeford@gmail.com

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

Henry Truitt
310 Second

Term: 2016

Roger John
114 Second St.
unimog@mediacombb.

Term: 2016 Unexpired
Phone: (309) 231-9191 Email:

Dick Howarth
1606 Fieldstone Ct.

Term: 2016

SHADEMAKERS/BEAUTIFICATION – 16 Required

Jerry Donelly 645-5224
523 Walnut

Term: 2014

Troy Childers, Jr. 270-4014
113 W. Court St.

Term: 2014

Cathy Reckert
236 Cloverfield Dr

Term: 2014

Shirley Loser 274-5657
1042 Second St. 696-6624

Term: 2014

Michaelina Taylor 274-3872
821 N. Third 360-1706

Term: 2014

Open

Term:

Fredrick Lauber
1219 Fourth

Term: 2015

Judy Balfanz
1137 W. Sycamore

Term: 2015

Jim Mattingly
1102 Hushaw

Term: 2015

Jane Harrison
1615 Logan

Term: 2016

Open

Term: 2016

Mike Connor
1014 Hushaw

Term: 2016

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

Maria Geiger
1409 Logan
Term: 2016

Tom Geiger
1409 Logan
Term: 2016

Myron Hummel
1137 Cedar Ct.
Term: 2015

Julie Schielein
1127 W. Beech
Term: 2015

Alderman Connor
Superintendent of Public Works
Alderman Ron Beaumont

MARKETING & TOURISM – 9 with 6 additional

Carie McIntyre
Pearce Community Center
Term: 2017

Nancy Cassidy
Three Sisters Park
P.O. Box 551
Term: 2017

Gus Krantz
Term: 2016 appointed 7/22/13

Lowell Bennett
Historical Society
1705 Leonard Dr.
Term: 2015

Shirley Loser
Cover Wagon Crafts
Term: 2015

Rachael Parker
EDC Director
Term: 2016

Susie Carroll
505 Fifth
Term: 2015

Patty Pierson
Chamber of Commerce
Term: 2015

Kevin Yates
Shore Acres Park Dist.
Term: 2016

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURE

AIRPORT AUTHORITY

Rick Hinck

Term: 1/31/2017

CATALOGUE OF RECORDS

Agreements	Executed agreements between the City of Chillicothe and Various governmental agencies, corporations companies and private individuals.
Annexations	Records compiled for property incorporated into City limits
Audits	Independent audits performed on City of Chillicothe financial Statements and activities at the conclusion of the fiscal year
Bids	Bids and specifications for various City projects
Bonds	General Obligations Bonds, Revenue Bonds, Special Service Area Bonds, Tax Increment Allocations Bonds
Budgets	Annually approved budgets for all City funds and departments
Contracts	Executed contracts between the City and various governmental Agencies, corporations, companies and private individuals
Deeds	For property which has been deeded to the City of Chillicothe
Easements	Rights of Easement granted by persons to the City for various Municipal improvements along with Rights of Easement granted by the Village to individuals for various reasons.
Insurance	Records of insurance claims and correspondence with the Illinois Municipal League Risk Management Association (IMLRMA)
Invoices	Invoices sent by the City for various services rendered as well As for goods, services and equipment purchased for City operational needs.
Licenses & Permits	All approved licenses and permits for which applications have been received.
Maps	Various mapping products such as street and zoning maps

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURE

Minutes	Minutes for all Commissions, Committees and Boards as well as City Council meetings
Motor Fuel Tax	Documentations relating to Motor Fuel Tax projects
Ordinances	As passed by the City of Chillicothe
Plats	All documents of this nature related to properties located within the City
Petitions	As received for consideration by various Departments, Committees, Commissions or Boards, including the City Council. Also filed by residents
Proclamations	As issued by the City Council
Publications	Printed documents of the City for both internal as well as External use by the general public. Would include, but not be limited to, Comprehensive Plan and Zoning Ordinance.
Resolutions	As passed by the City of Chillicothe
Utilities	Documents related to the City of Chillicothe's water and sewer utility

The foregoing are records normally are to be found in the City Clerk's office, unless otherwise directed.

Attention: City Clerk
City of Chillicothe
908 N. Second St.
Chillicothe, IL 61523
Telephone: 309 274-5518
Fax: 309 274-4853
cityclerk@mediacombb.net

The above catalogue or records are to be considered a representative example of records maintained by the City and are not meant to be all inclusive or limited to what are noted.

The City of Chillicothe affirms to follow the compliance requirements of the Act. However, the Act is not intended to require that the City interpret or advise requestors as to the meaning or significance of any public record. The act does not unreasonably require the City to create a record that does not exist.

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

The City of Chillicothe municipal code is available for public review or is obtainable on our website at www.cityofchillicotheil.com. The code contains all ordinances which have been codified.

CATALOG OF DEPARTMENTAL RECORDS

Requests for departmental public records shall be directed as indicated with the catalogue of departmental records. A representative example of departmental documents and not intended to be all inclusive, are as follows:

Administration/Human Resources and General Services

Contact: Margaret E. Hurd, City Clerk
908 N. Second St., Chillicothe, IL 61523
(309) 274-5518

Building Department

Contact: Denise Passage, Zoning
908 N. Second St., Chillicothe, IL 61523
(309) 274-5056
Building Permits

Police Department

Contact: Heather Cox, Dispatcher
823 N. Second St., Chillicothe, IL 61523
(309) 274-2129
Police Reports and Investigations

Public Works Department:

Contact: Josh Cooper, Superintendent of Public Works
908 N. Second St., Chillicothe, IL 61523
(309) 274-8060
Snow Removal, Water & Sewer Records, Street Repairs, Vehicles

Finance

Contact: Denise Passage, Office Manager
908 N. Second St. Chillicothe, IL 61523
(309) 274-5056
Budgets, Payrolls

Economic Development Department

Contact: Rachael Parker, Economic Development Director
908 N. Second St. Chillicothe, IL 61523
(309) 274-3107
Community Profile, TIF, Revolving Loans, Land Use

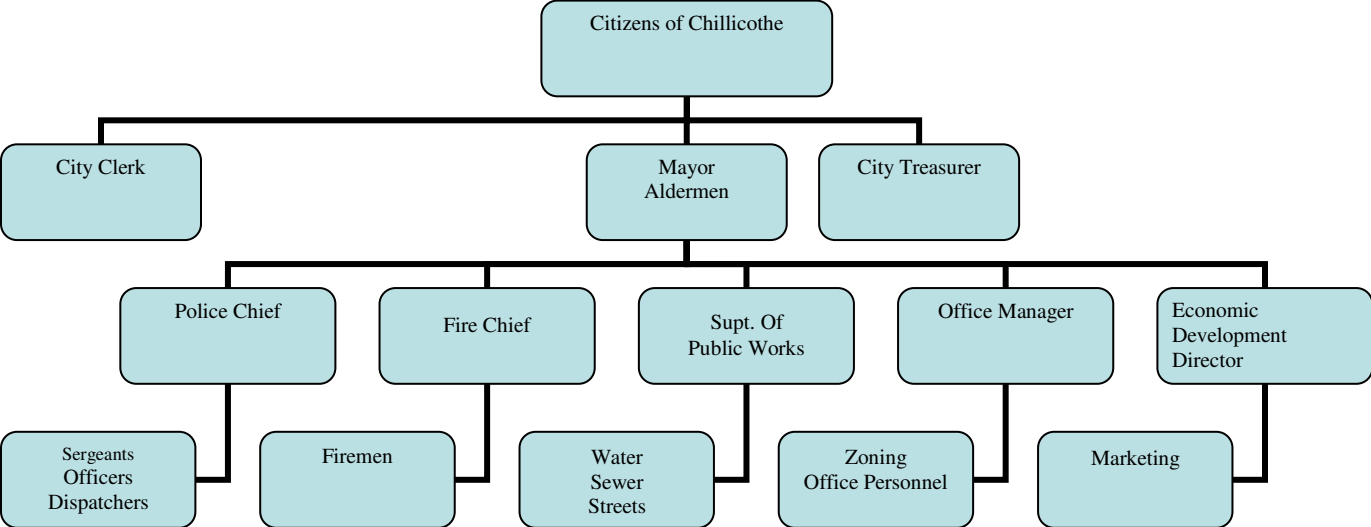
CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURES

Fire Department
Contact: John Myers
217 Chestnut St., Chillicothe, IL 61523
(309) 274-3567
Fire records

The foregoing records normally are to be found in the possession of the departments noted. They are to be considered a representative example of records maintained and are not meant to be all inclusive or limited to what are noted.

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

ORGANIZATIONAL CHART



CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURE

FREEDOM OF INFORMATION REQUEST

City of Chillicothe under the Illinois Freedom of Information Act.

Name: _____ Date: _____

Street Address: _____

City/State/Zip Code: _____

Phone (Home): _____ Phone (Work): _____

I hereby request to inspect the following records (list records sought. Please be specific):

The City of Chillicothe will respond to the above request within the appropriate time frame in which the Freedom of Information Act allows.

Signature of person making request: _____

FOR OFFICIAL USE ONLY

The records requested have been reviewed and are appropriate for release under the guidelines of the Illinois Freedom of Information Act, except for the following records:

Reasons access was denied to the above records (specify section of the Illinois FOIA which applies):

The records requested were presented for inspection to the applicant on : _____

_____ Signature of employee presenting records for inspection

Of the records requested, copies were provided to the applicant on : _____

_____ Signature of employee presenting records for inspection

Fee Collected: _____ See fee schedule for appropriate costs.

Routing: Clerk Police Fire Engineering Public Works
 EDC Administration Finance Other _____

Form & information MUST be returned to the City Clerk's Office within the time allotted by the Illinois FOIA. Applicant will be contacted by the City Clerk, who is the FOIA Officer.