

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 2016

REVISED 2017

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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  
Mike Denzer, Fire Chief  
Scott Mettillie – Police Chief  
Denise Passage - Manager

**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](http://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 2017-2018 operating budget by fund

**REVENUE**

Projected for fiscal year 2017-2018

General	\$1,840,950
Road & Bridge	\$ 693,000
Water/Sewer	\$ 754,975
TIF Plaza	\$ 400,000
TIF Central	\$ 712,142
Miscellaneous	\$1,057,245

**EXPENSES**

Projected for fiscal year 2017-2018

General	\$2,675,230
Road & Bridge	\$ 534,590
Water/Sewer	\$ 779,975
TIF Plaza	\$ 652,292
TIF Central	\$ 257,850
Miscellaneous	\$1,666,467

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**CONTINGENCIES**

General/Road & Bridge       \$   30,500

**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/Seasonal Employees 8

**MUNICIPAL OFFICIALS**

**ELECTED**

Mayor	Donald Z. White
City Clerk	Margaret E. Hurd
City Treasurer	B.L. Bredeman
Aldermen	Jeff Jenkins
	Judy Cantwell
	Patricia Westerman-Connor
	Danny Colwell
	Dennis C. Gould
	Mike Hughes
	James Thornton
	Gary Sharp

**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	Shawn Sutherland
Fire Chief	Mike Denzer

CITY OF CHILLICOTHE  
FOIA REQUIREMENTS/PROCEEDURES

**COUNCIL COMMITTEES**

**FINANCE**

James Thornton, Chairman  
Judy Cantwell  
Danny Colwell

**PUBLIC WORKS**

Dennis Gould, Chairman  
Gary Sharp  
Mike Hughes

**PUBLIC SAFETY**

Mike Hughes, Chairman  
Gary Sharp  
Judy Cantwell

**HUMAN RESOURCE**

Danny Colwell, Chairman  
Trish Connor  
James Thornton  
Dennis Gould  
Mike Hughes

**CEMETERY & PARKS**

Trish Connor – Chairman  
Jeff Jenkins  
Dennis Gould

**ECONOMIC DEVELOPMENT**

Danny Colwell, Chairman  
Trish Connor  
Jeff Jenkins

**COMMISSIONS & BOARDS**

**ZONING BOARD OF APPEALS – 7 Required**

Gail Koch  
2025 White Clover Dr.

Term: 2022  
Email: Gail.A.Koch@OSFhealthcare.org

Bob Wilkins  
1123 Beech

Term: 2022

Rich Gillespie  
1007 Fourth

Term: 2022

Tom Ruhland, Chairman  
108 Leonard

Term: 2018

Mike Smith  
107 S. Bay Dr.

Term: 2019

Kiersten Sheets

Term: 2019 (White's Unexpired Term)

Stephanie Ferris  
1304 First St.

Term: 2018

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**BOARD OF POLICE & FIRE COMMISSIONERS – 3 Required**

Kenneth Kirkman (264-2245)                      Term: 2020  
1011 N. Manning Dr.

Rich Lingenfelter                                      Term: 2019  
104 S. Hollybrook

Rich Underwood                                      Term: 2018  
1316 Fourth

**POLICE PENSION BOARD – 2 Required**

Bill Batek    Term: 2018  
625 Taylor Dr.

Darlene Kumpf    Term: 2019  
16510 N. Lakeview

**PLAN COMMISSION – 12 Required**

Jeff Anderson    Term: 2020

Joe Binstock    Term: 2020

Dennis Parkins    Term: 2020  
613 Benedict

Mike Smith    Term: 2020

Andy Ruhland    Term: 2020

Mike Denzer    Term: 2018

Lisa Hammer    Term: 2018 Unexpired term  
1237 Truitt

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Brian Nelson 819 Fifth		Term: 2019
Colleen DeFord 606 Fifth	264-0052 cvdeford@gmail.com	Term: 2018 Unexpired 7/22/13
Thu Truitt 16206 N. Portage St.		Term: 2019
Roger John 114 Second St. unimog@mediacombb.		Term: 2019 Phone: (309) 231-9191 Email:
Shawn Grant 221 Cloverfield Dr.		Term: 2019

**SHADEMAKERS/BEAUTIFICATION – 16 Required**

Jerry Donnelly 523 Walnut	645-5224	Term: 2018
Cathy Reckert 236 Cloverfield Dr		Term: 2018
Shirley Loser 1042 Second St.	274-5657 696-6624	Term: 2018
Michaelina Taylor 821 N. Third	274-3872 360-1706	Term: 2018
Tori Genseal		Term: 2020
Judy Thorton		Term: 2020
Donna Strum		Term: 2020
Jane Harrison 1615 Logan		Term: 2019
Open		Term: 2020

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Mike Connor  
1014 Hushaw  
Term: 2019

Maria Geiger  
1409 Logan  
Term: 2019

Tom Geiger  
1409 Logan  
Term: 2019

Myron Hummel  
1137 Cedar Ct.  
Term: 2018

Sandi Levell  
Term: 2020

Shawn Sutherland 303-5889

Alderman, Trish Connor  
Cemetery & Parks Committee

**MARKETING & TOURISM – 8 with 7 additional**

Carie McIntyre  
Pearce Community Center  
Term: 2020

Nancy Cassidy  
Three Sisters Park  
P.O. Box 551  
Term: 2020

Lowell Bennett  
Historical Society  
1705 Leonard Dr.  
Term: 2018

Shirley Loser  
Cover Wagon Crafts  
Term: 2018

Rachael Parker  
EDC Director  
Term: N/A

Joe Harper  
Little Shop of Vendors  
Term: 2018

Paresh Patel  
Economy Lodge  
Term: 2020

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Kevin Yates  
Shore Acres Park Dist. Term: 2019

Amanda Oedewaldt  
1112 Cutright Term: 2019

Danny Colwell  
Alderman Term: N/A

Tiffany Moore  
Chillicothe Chamber Term: 2020

Bianca Williams  
PACVB Term: 2020

Karen Moewe  
IVC Term: 2020

Nat Zich  
Nat's Place Term: 2020

Michelle Pollack  
Bowl & Arrow Term: 2020

**AIRPORT AUTHORITY**

Gus Kranz  
1605 Holland Ct. Term: 2021

**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



CITY OF CHILLICOTHE  
FOIA REQUIREMENTS/PROCEDURE

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
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

CITY OF CHILLICOTHE  
FOIA REQUIREMENTS/PROCEEDURES

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](mailto: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.

The City of Chillicothe municipal code is available for public review or is obtainable on our website at [www.cityofchillicotheil.com](http://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/Police Department 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: Police Chief Scott Mettille  
823 N. Second St., Chillicothe, IL 61523

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(309) 274-2129  
Police Reports and Investigations

Public Works Department:

Contact: Shawn Sutherland, Superintendent of Public Works  
908 N. Second St., Chillicothe, IL 61523  
(309) 274-8060 – (309) 303-5889  
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

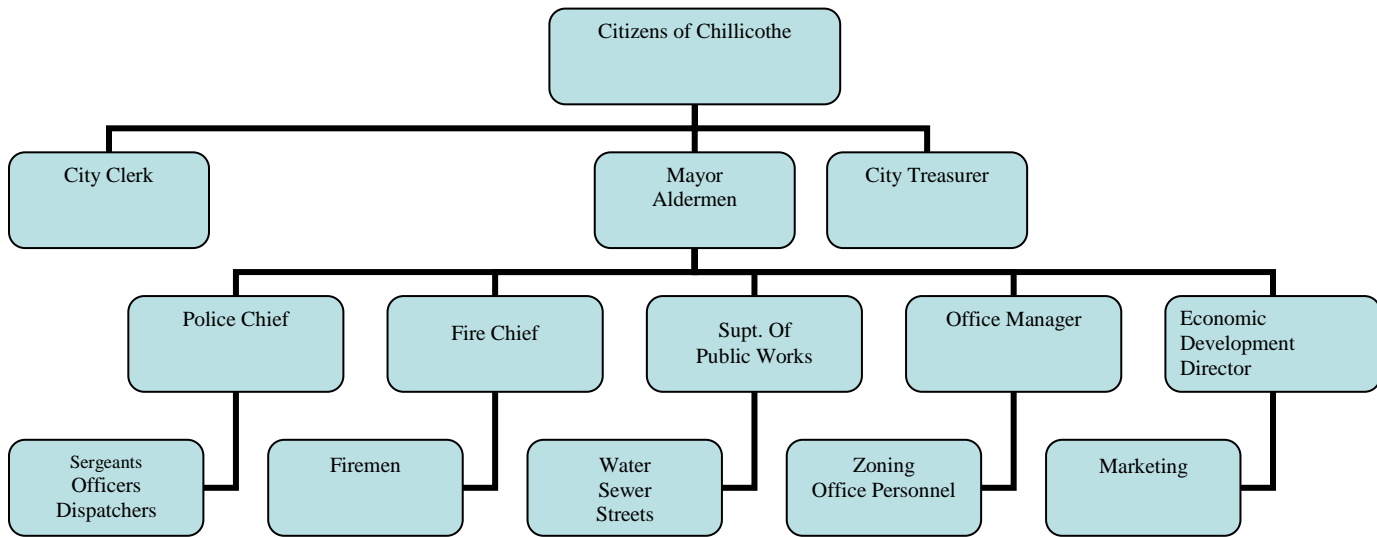
Fire Department

Contact: Mike Denzer  
217 Chestnut St., Chillicothe, IL 61523  
(309) 274-3567 – 635-2877  
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  
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ORGANIZATIONAL CHART



CITY OF CHILLICOTHE  
FOIA REQUIREMENTS/PROCEDURE

**FREEDOM OF INFORMATION REQUEST**

City of Chillicothe under the Illinois Freedom of Information Act.

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

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: \_\_\_\_\_

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**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.