

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

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
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.

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

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

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
	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 Mettille
Office Manager	Denise Passage
Superintendent of Public Works	Shawn Sutherland
Acting Fire Chief	Jim Benish

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURE

COUNCIL COMMITTEES

FINANCE

James Thornton, Chairman

Danny Colwell

PUBLIC WORKS

Dennis Gould, Chairman

Gary Sharp

Mike Hughes

PUBLIC SAFETY

Mike Hughes, Chairman

Gary Sharp

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

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

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

Open Term: 2018

Lisa Hammer Term: 2018 Unexpired term
1237 Truitt

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

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 Donelly 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
Judi Thornton		Term: 2020
Donna Strum		Term: 2020
Jane Harrison 1615 Logan		Term: 2019
Open		Term: 2020

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURE

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
Kevin Yates	Term: 2019

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURE

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
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

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

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.

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

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

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 Mettillie
823 N. Second St., Chillicothe, IL 61523
(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:
217 Chestnut St., Chillicothe, IL 61523
(309) 274-3567

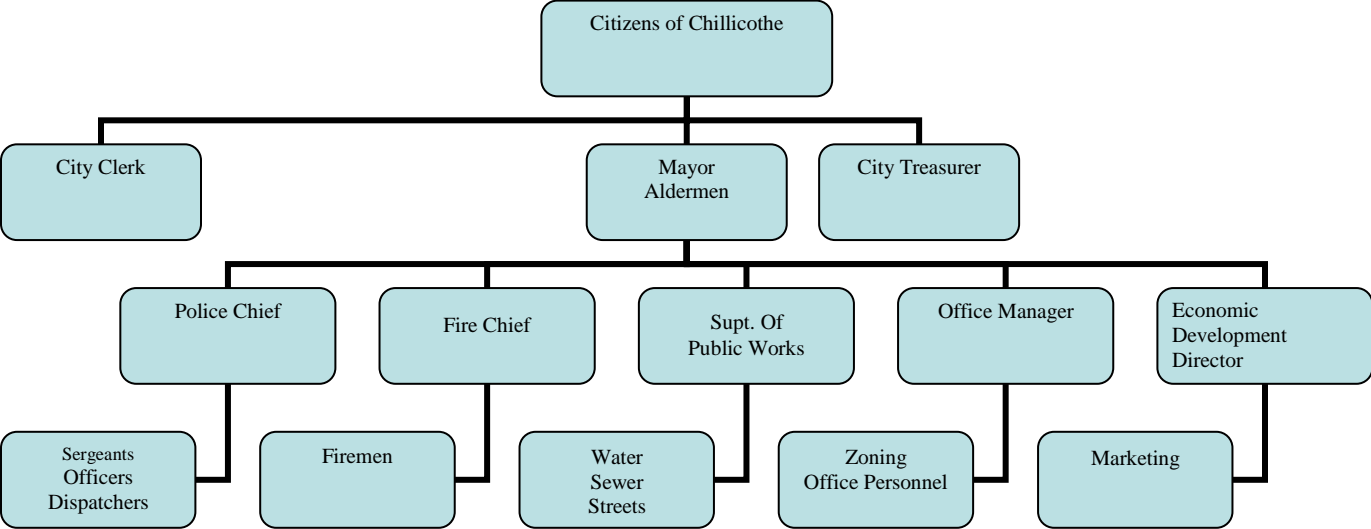
CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEDURES

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.

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: _____

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.