

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

REVISED 2018

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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
Jim Benisch – 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 - 24
Part Time/Seasonal Employees 8

MUNICIPAL OFFICIALS

ELECTED

Mayor	Donald Z. White
City Clerk	Margaret E. Hurd
City Treasurer	B.L. Bredeman
Aldermen	Dean Braun
	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 Mettillie
Office Manager	Denise Passage
Superintendent of Public Works	Shawn Sutherland
Fire Chief	Jim Benisch

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

COUNCIL COMMITTIES

FINANCE

James Thornton, Chairman
Dean Braun
Danny Colwell

PUBLIC WORKS

Dennis Gould, Chairman
Gary Sharp
Mike Hughes

PUBLIC SAFETY

Mike Hughes, Chairman
Gary Sharp
Dean Braun

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 1503 N. Second	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
621 Parkhil

Joe Binstock Term: 2020
701 Taylor

Dennis Parkins Term: 2020
613 Benedict

Mike Smith Term: 2020
107 S. Bay Dr.

Andy Ruhland Term: 2020
1124 Hushaw

Jim Benisch Term: 2018
5421 E. Crew Ave.

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 – 12 Required

Jerry Donelly 523 Walnut	645-5224	Term: 2018
Barbie O'Connor		Term: 2018
Judi Thornton 1124 Evergreen	693-0570	Term: 2018
Tori Genseal 96 Second		Term: 2020
Donna Strum		Term: 2020
Jane Harrison 1615 Logan		Term: 2019
Marcia Mudd		Term: 2018
Maria Geiger 1409 Logan		Term: 2019
Myron Hummel 1137 Cedar Ct.		Term: 2018

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

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

Patti Pierson Term: 2018
435 W. Gail

Shirley Loser Term: 2018
Cover Wagon Crafts

Rachael Parker Term: N/A
EDC Director

Joe Harper Term: 2018
Little Shop of Vendors

Paresh Patel Term: 2020
Economy Lodge

Kevin Yates Term: 2019
Shore Acres Park Dist.

Amanda Oedewaldt Term: 2019
1112 Cutright

Danny Colwell Term: N/A
Alderman

Tiffany Moore Term: 2020
Chillicothe Chamber

Nick McMillion Term: 2020
IVC

CITY OF CHILLICOTHE
FOIA REQUIREMENTS/PROCEEDURES

Nat Zich
Nat's Place

Term: 2020

Michelle Pollack
Bowl & Arrow

Term: 2020

Kaci Geier

Term: 2020

AIRPORT AUTHORITY

Gus Kranz
1605 Holland Ct.

Term: 2021

CONSTRUCTION COMMISSION

Jim Benish
5421 Crews Ave

Term: 2018

Darrin Gross
1113 Beech

Term: 2019

Robb Hulsizer
4413 E. Sycamore St.

Term: 2018

Dennis Parkins
613 Benedict

Term: 2019

Mike Tobin
2020 NE Perry St
Peoria

Term: 2019

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

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

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

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FOIA REQUIREMENTS/PROCEEDURES

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

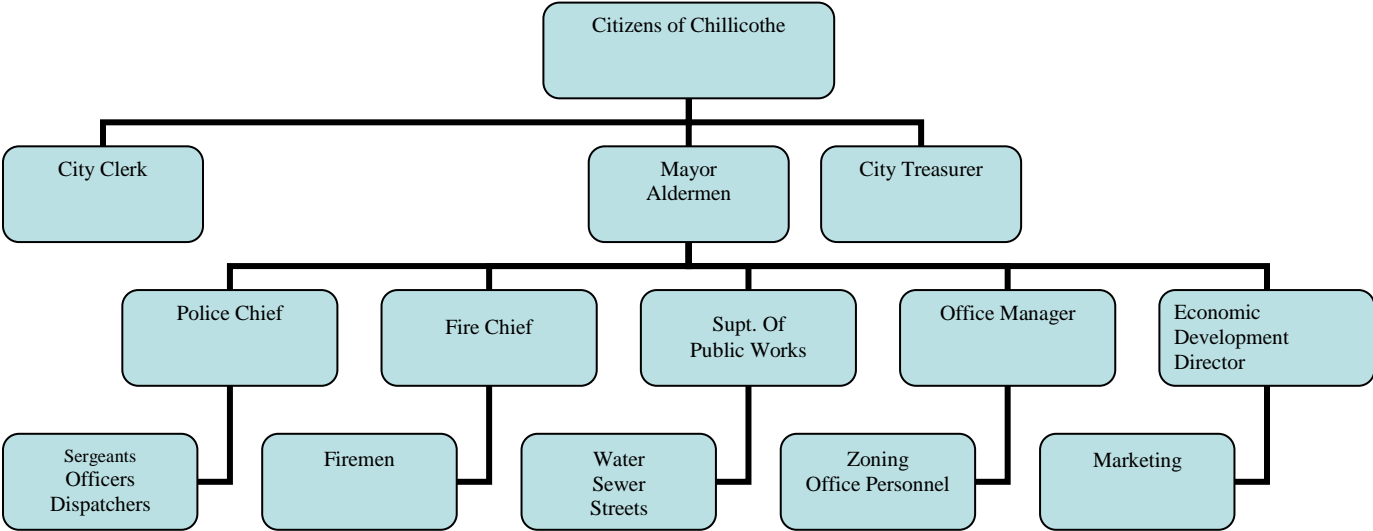
Fire Department

Contact:
217 Chestnut St., Chillicothe, IL 61523
(309) 274-3567
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.