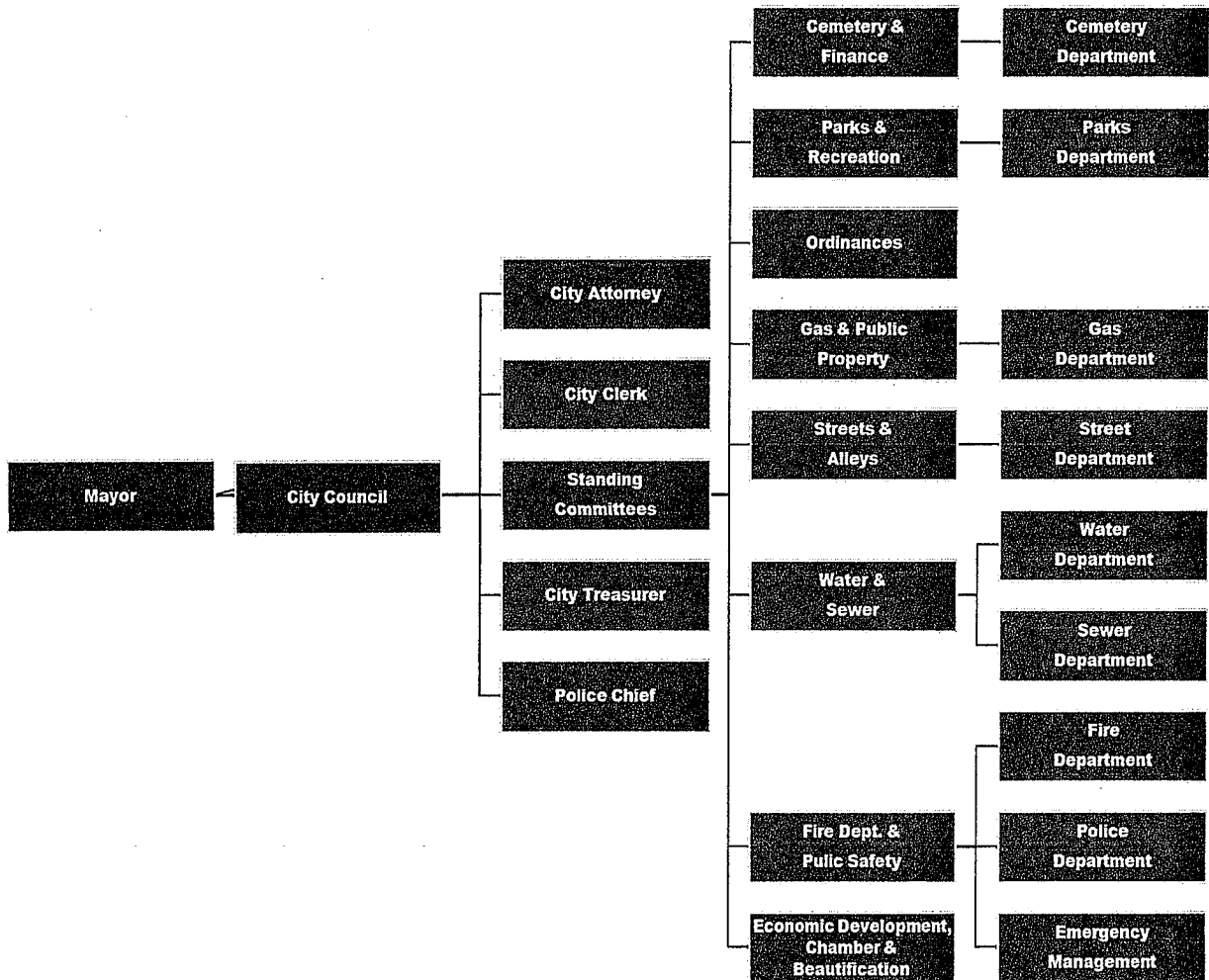


## CITY OF CHESTER, ILLINOIS, INFORMATION DIRECTORY

**PURPOSE OF THE MUNICIPALITY:** The City of Chester, Illinois, is a non-home rule municipality, incorporated and organized under the laws of the State of Illinois, with all the powers granted to it by the State pursuant to the Illinois Municipal Code, 65 ILCS 5/1-1-1 *et seq.*

**BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS:** The City of Chester has certain functional subdivisions which are shown on the following block diagram:



**AMOUNT OF OPERATING BUDGET:** The approximate amount of the operating budget of the City of Chester for the Fiscal Year ending April 30, 2019, is \$12,395,799.00.

**LOCATION OF OFFICES:** The City's sole office is located at City Hall, 1330 Swanwick Street, Chester, Illinois. Normal office hours of City Hall are Monday to Friday, 8:00 a.m. to 4:00 p.m. (Phone: 618-826-2326).

**NUMBER OF FULL-TIME AND PART-TIME EMPLOYEES:** The City currently employs approximately 50 full-time and 100 part-time employees.

**MEMBERSHIP OF BOARDS, COMMISSIONS, COMMITTEES, AND COUNCIL:**

**Elected Officials:**

- Mayor** – Tom Page
- City Clerk** – Bethany M. Berner
- City Treasurer** – Nancy J. Eggemeyer
- Alderman Ward 1** – Nancy J. Crossland
- Alderman Ward 1** – Daniel Geisen
- Alderman Ward 2** – Donald R. Clark
- Alderman Ward 2** – Dan Ohlau
- Alderman Ward 3** – Robert Platt
- Alderman Ward 3** – Russ Rader
- Alderman Ward 4** – D. Michael Blechle
- Alderman Ward 4** – Ray Allison

**Appointed Officials:**

- R. Jeffrey Kerkhover ..... City Attorney
- J.T. Blankinship, Inc ..... City Engineer
- .....
- Tim Crow ..... Water Plant Superintendent
- Marty Reynolds ..... Sewer Superintendent
- Daniel Valleroy ..... Water Distribution Superintendent
- Jeremy Homan ..... Gas Superintendent
- Randy Eggemeyer ..... Maintenance Superintendent
- Patti Carter ..... Recreational Director
- Mark Gibbs ..... Cemetery Sexton
- Randy Wofford ..... Cemetery Clerk
- Marty Bert ..... Fire Chief
- Ron Shemonic ..... Assistant Fire Chief
- Charles Bargman II ..... EMA Coordinator
- Scott Stirnaman ..... Assistant EMA Coordinator
- Ryan Coffey ..... Chief of Police
- Elanna Bradley ..... Animal Control Officer
- Dean Andrews ..... Zoning Administrator
- Lorin Mott ..... Code Enforcement Officer

**Cemetery & Finance Committee:**

- Alderman Robert Platt, Chairman
- Alderman Ray Allison
- Alderman Russ Rader

**Streets & Alleys Committee:**

- Alderman Donald Clark, Chairman
- Alderman Mike Blechle
- Alderman Ray Allison

**Water & Sewer Committee:**

Alderman Russ Rader, Chairman  
Alderman Dan Geisen  
Alderman Nancy Crossland

**Ordinance Committee:**

Alderman Nancy Crossland, Chairman  
Alderman Dan Ohlau  
Alderman Donnie Clark

**Parks & Recreation Committee:**

Alderman Mike Blechle, Chairman  
Alderman Dan Geisen  
Alderman Donald Clark

**Fire Department & Public Safety:**

Alderman Dan Geisen, Chairman  
Alderman Russ Rader  
Alderman Robert Platt

**Gas Department & Public Property:**

Alderman Dan Ohlau, Chairman  
Alderman Mike Blechle  
Alderman Nancy Crossland

**Economic Development, Chamber & Beautification:**

Alderman Ray Allison, Chairman  
Alderman Dan Ohlau  
Alderman Robert Platt

**Parks & Recreation Board:** Steve Jany, Collette Powley, Sarah Roth, Chris Koeneman, Jessica Bland, Brandy Maes, Coleen Runge

**Library Board:** Steve Wallace, Mary Ann Stumpe, Carolyn Schwent, Evelyn Schuwerk, Richard Pautler, Tammy Liefer, Stephen Miller, Betty Welge, Melissa Gross

**Chester Police & Fire Commission:** Ron Rathert, Gary Knop

**Police Pension Board of Trustees:** Donna Clendenin, Randy Dudenbostel

**Cemetery Board of Managers:** Richard Brown, Andy Schuwerk, Richard Allison

**Zoning Board of Appeals:** Jeff Bohnert, Glenn Andrews, Darrell Crum, Dennis McDonald, Lee Davis

**Beautification/Tourism Commission:** Sandra Starr, Cynthia Lawder, Barbara "Bobbi" Junkin, Linda Rader, Brenda Owen, Pam Fraley, Bob Lockhart, Judy McFaddin, Tom Sauer, Cathy Sauer, Marla Yankey, Shane Wagner, Linda Sympton

**REQUEST FOR RECORDS:** Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at City Hall, 1330 Swanwick Street, Chester, Illinois, 62233, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m., except on holidays. Requests for the inspection and copying of City Police Department records may be made in person at the Chester Police Department, 1330 Swanwick Street, Chester, Illinois, 62233.

All requests must be made in writing and must be directed to the public body. The written request may be submitted in person, via facsimile (618-826-5216), electronic mail ([cityhall@powrup.net](mailto:cityhall@powrup.net)), or through the United States mail. A Freedom of Information Request form can be found at the end of this document.

**FOIA OFFICERS:** Record requests may be submitted to **Mrs. Danielle Valleroy, FOIA Officer**, 1330 Swanwick Street, Chester, Illinois, 62233.

**FEES FOR RECORDS UNDER FOIA:** Unless otherwise waived, copying fees must be paid in advance of the records being made available to the requestor. Fees are as follows:

8.5" x 11" documents:	\$0.15/page
8.5" x 14" documents:	\$0.15/page
11" x 14" documents:	\$0.15/page
Audio Tape:	\$5.00/unit
Compact Disc:	\$5.00/unit
Certification:	\$1.00/document

For each request form filed, citizens shall be furnished with the first fifty (50) pages of standard, black and white copies at no charge. Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 11" x 14" in area, unless a waiver or fee reduction is granted by the Freedom of Information Officer as a means of furthering the public interest.

Fees to copy blueprints, oversized documents, pamphlets, manuals or any other records which are to be copied by an outside service shall be based on the actual costs incurred by the City. Information regarding these fees will be provided to the requestor before copying. Additional fees for accident reports may apply, as allowable by law.

**LIST OF RECORDS MAINTAINED  
BY THE CITY OF CHESTER, ILLINOIS**

**CEMETERY RECORDS**

Burial Records, Cemetery Lot Records, Policies and Procedures

**ELECTION RECORDS**

Certifications of Election, Notices of Election, Oaths and Affidavits, Petitions

**ENTITIES APPOINTED BY MUNICIPALITY**

Agendas and Supporting Documentation, Member Lists, Notices of Meetings, Minutes of Meetings

**FINANCIAL RECORDS**

Budget, Appropriation Ordinance, Tax Levy Ordinance, Annual Financial Statement and Audit, Accounts Payable Records, Accounts Receivable Records, Bank Records, Bond Issue Records, Bonds-Public Officials, Cemetery Financial Records, Fee and Rate Schedules, Inventories, Investment Records, Payroll Records, Monthly Financial Reports, Tax Collection Records, Tax Reporting Records, License Fees, Utility Billing, Warrants/Checks

**GENERAL ADMINISTRATIVE/GOVERNING BODY RECORDS**

Agreements and Contracts, Code Book Records, Correspondence and General Documentation, Forms-Blank, Manuals and Handbooks, Maps and Drawings, Agendas, Minutes and Supporting Documentation, News Releases, Policies and Procedures, Project Files, Publications, Surveys and Questionnaires, Appointments, Notices of Meetings, Ordinances, Proclamations, Resolutions, Comprehensive Community Plan, Strategic Plan

**INFRASTRUCTURE RECORDS**

Electricity Service, Franchises, Maps and Drawings, Policies and Procedures, Project Records, Motor Fuel Tax Records, Street Department, Gas Department, Water Department, Sewer Department, Parks & Recreation

**LICENSES AND PERMITS**

Licenses Issued to the Municipality, Permit Records, Franchise Records, License and Permit Fees

**PERSONNEL**

Agreements and Contracts-Personnel, Benefit Records, Collective Bargaining Records, Employee Records, I-9 Forms, Payroll Records, Pension Records, Physical and Medical Records, Personnel Policies, Social Security, Training Information, Unemployment Insurance, Time Sheets, Workers' Compensation

**PROPERTY RECORDS**

Municipal Buildings and Structures, Cemetery, Deeds, Easements and Rights-of-Way, Fleet and Equipment Records, Inventories, Leases, Parks, Projects, Building Permits, Address Files, Certificates of Occupancy, Inspection Records, Landmark and Historic Designations, Building Regulations, Zoning Records, Liens, Insurance Coverage, Maps, Annexations

**PUBLIC SAFETY RECORDS**

Agreements and Contracts, Animal Control, Emergency Management, Fire and Rescue Activity Records, Police Records, Procedures and Policies

**LIST OF RECORDS IMMEDIATELY AVAILABLE  
FROM THE CITY OF CHESTER, ILLINOIS**

**WEBSITE**

Agendas, Minutes of City Council Meetings, City Services Directory, Water Quality Report, Utility Deposit and Tapping Fee Information, Community Calendar, Trash/Recycling Information, Maps, History of Chester, Project Updates, Community Events, Tourism Information

**\*\*IN THE EVENT THE CITY OF CHESTER HAS STORED ITS RECORDS BY MEANS OF ELECTRONIC DATA, SUCH RECORDS WILL BE MADE AVAILABLE (UPON REQUEST) IN A FORM COMPREHENSIBLE TO PERSONS LACKING KNOWLEDGE OF COMPUTER LANGUAGE OR PRINTOUT FORMATS.**

# CITY OF CHESTER, ILLINOIS

## FREEDOM OF INFORMATION REQUEST

*Note to Requestor: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.*

**Records Requested:** Provide as much specific detail as possible so that the City can identify the information that you are seeking. You may attach additional pages, if necessary.

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Is your request to:     Inspect Records     Copy Records     Copy/Certify Records

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

When records are ready, I can be contacted at:  _____ Name  _____ Mailing Address  _____ City                                  State                                  Zip  _____ (Area Code) Telephone Number  _____ E-Mail Address (please print legibly)	*Please indicate if records will be used for a commercial purpose:  <input type="checkbox"/> No <input type="checkbox"/> Yes (please explain)  _____  _____ Note: News Media are exempt from this declaration.  I would prefer to be contacted by (check one):  <input type="checkbox"/> Telephone <input type="checkbox"/> E-Mail <input type="checkbox"/> Letter <input type="checkbox"/> Fax _____
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*\*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1 (c).*

Are you requesting a fee waiver?    YES    or    NO

*If you are requesting that the City waive any fees for copying the documents, you must attach a statement of the purpose of the request and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6 (c).*

-----PLEASE DO NOT WRITE BELOW THIS LINE-----

Request Received on: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. By: \_\_\_\_\_

Request Submitted by:     E-Mail     U. S. Mail     Fax     In Person

Submitted to the FOIA Officer on: \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. By: \_\_\_\_\_

Due Date: \_\_\_\_\_ Extended 5 days to: \_\_\_\_\_

Records provided on: \_\_\_\_\_ Notes: \_\_\_\_\_