

## CHAPTER 15

### FREEDOM OF INFORMATION CODE

**15-1-1**      **ADOPTION OF STATUTES.** Pursuant to **5 ILCS Sec. 140/1 et seq.**, the President and Board of Trustees of the Village of Bethalto find that it is necessary to adopt the Freedom of Information Act.

**15-1-2**      **ADOPTION BY REFERENCE.** The Freedom of Information Act as set out in **5 ILCS Sec. 140/1 et seq.** is hereby adopted in full.

**(Ord. No. 93-26; 12-6-93)**

## EXHIBIT "A"

### RECORDS INSPECTION PROCEDURE

Any person requesting to inspect/copy records of the Village of Bethalto, Illinois, may make such a request in person at the office of the Village Clerk, 213 North Prairie Street, Bethalto, Illinois 62010, during regular business hours. Freedom of Information Request Forms are available at the Village Clerk's office.

A request for records may also be presented by mailing a written request to the above address.

Be very specific in the particular records to be examined or copied. If any records are to be certified, each document for which certification is required must be identified.

If copies of records are required, the following fees are applicable.

First page	\$1.00
Next 19 pages, per page	\$ .50
All remaining pages, per page	\$ .25
Each page of printout from automated records	\$2.00
Certification of any page(s) in writing with seal of office	\$2.00

## VILLAGE OF BETHALTO, ILLINOIS

### GENERAL INFORMATION

#### GENERAL PURPOSE

The Village of Bethalto, Illinois is a municipal corporation duly organized under the laws of the State of Illinois. It provides a variety of public services to its citizens, including but not limited to, the following: police protection, fire protection, street maintenance, snow removal, water service, recreation, community development, zoning, and traffic safety.

#### PRESIDENT/TRUSTEE - VILLAGE FORM OF GOVERNMENT

The **six (6) trustees** are the legislative body and are elected from the Village at large. The Village President/Mayor and Village Clerk are also elected at large. The term of the President, Trustees, and Clerk is **four (4) years**. The Village Treasurer is an appointed position. Appointments to non-elective offices are made by the President with the advice and consent of the Board of Trustees.

#### OPERATING BUDGET

The Village of Bethalto's 2003 Appropriation Ordinance establishes a budget for F/Y 2003-04 of \$12,201,239.00.

#### LOCATION OF OFFICES

Bethalto Village Hall, 213 N. Prairie St., Bethalto, IL 62010  
Bethalto Police Department, 213 N. Prairie St., Bethalto, IL 62010  
Bethalto Volunteer Fire Department, 213 N. Prairie St., Bethalto, IL 62010  
Bethalto Water Department, 101 S. Prairie St., Bethalto, IL 62010  
Bethalto Street Department, 101 S. Prairie St., Bethalto, IL 62010

#### EMPLOYEES

As of May 1, 2003, the Village of Bethalto employed **fifty-seven (57) full-time employees, nine (9) part-time employees and thirty (30) seasonal employees.**

**VILLAGE OF BETHALTO, ILLINOIS**

**KEY VILLAGE OFFICIALS**

**ELECTED OFFICIALS**

**President/Mayor**

Steve A. Bryant  
#1 Chestnut Court  
Office: 377-8220  
Home: 377-9483

**Village Clerk**

Martha L. Smith  
318 W. Main St.  
Office: 377-8723  
Home: 377-5343

**Trustees**

Gerald Bourland  
14 Evergreen Ct  
Home: 377-6109

Perry Withers  
188 Meadow Drive  
Office: 258-3881  
Home: 377-0313

Don Flack  
317 Sanders  
Office: 277-1180  
Home: 377-0121

Bob DiPaolo  
506 Country Squire  
Office: 468-4533  
Home: 377-5592

Willard Wallace  
522 Courtesy Ln  
Home: 377-9473

Linda Oldendorph  
829 Homm  
Office: 259-1532  
Home: 377-6476

## VILLAGE STAFF

### Police Chief/Civil Defense

William E. Hays  
1203 Second Street  
Office: 377-5266  
Home: 377-3522

### Fire Chief

John Nolte  
527 Shellview  
Office: 377-6421  
Home: 377-8974

### Building Inspector

J. C. Collins  
137 Canterbury  
Home: 377-9171

### Plumbing Inspector

Greg Fowler  
927 Rosedale  
Home: 258-0099

### Village Treasurer

Joseph Schoppet  
Schoppet & Company  
Office: 465-4588  
Home: 377-4345

### Public Works Director

Joseph G. Ricci  
510 Oregon  
Office: 377-2310  
Home: 377-8126

### Asst. Public Works Director - Zoning Administrator

William Piening  
115 W. Corbin  
Office: 377-2310  
Home: 377-2029

### Electrical Inspector

Charles Glassmeyer  
412 Albers Place  
Home: 377-5843

### Village Attorney

Kenneth Balsters  
476 S. Prairie  
Home: 377-8252

### Village Health Official

Charles Sammis, D.O.  
404 E. Bethalto Drive  
Office: 377-0303

## **BOARD APPOINTMENTS**

### **Airport Board**

Lewis Bauser  
165 W. Old Bethalto Rd.  
Home:259-1675

### **Zoning Board of Appeals**

Larry Militello  
625 S. Prairie  
Home:377-0298  
Cell: 578-9000

Theodore Marth, Jr.  
132 Mill St.  
Home:377-8331

David Walkington  
615 Texas Blvd.  
Home:377-9634

Keith Bartels  
179 Meadow Drive  
Home:377-0714

Glenn Vetter  
729 Dugger  
Home:377-6725

Woodrow Jordan  
455 Park Drive  
Home:377-6568

Brad Myers  
201 S. Prairie St.  
Home:377-1023

### **Police Pension Board**

Joann Ritter  
5 Chestnut Court  
Home:377-0267

Mike Kirby  
926 W. Sherman St.  
Home:377-7714

### **Fire & Police Commission Board**

Larry Rhodes  
801 Fairway  
Home:377-2736

John T. Miller  
701 Belleview  
Home:377-9085

Russ Gentry  
443 Park Drive  
Home:377-2361

**Plan Commission**

Lowell Brown  
525 Vine  
Home:377-9065

Phil Little  
305 Hickory  
Home:377-5432

Ellen Lyons  
956 W. Corbin  
Home:377-0690

Garth Dunlap  
417 Texas Blvd.  
Home:377-6985

Howard Lewis  
418 W. Corbin  
Office:692-8940

Steve Campbell  
201 Whispering Oaks  
Home:377-6737

Kathi Cooper  
531 Mill  
Home:377-6730

## RECORDS INDEX

### VILLAGE OF BETHALTO, ILLINOIS

#### VILLAGE PRESIDENT'S OFFICE

Agendas  
Census Tract Reports  
Commissions  
Correspondence  
Emergency Preparedness Plan  
Grant Files  
Proclamations

#### VILLAGE CLERK'S OFFICE

Agreements	Legal Notices
Annexations	Licenses:
Audits:	Amusement Devices
Village	Business
Water	Dog Tag
Bid Specifications & Documents	Liquor
Bonds	Solicitors
Certificates of Publication	Wheel Tax
Code Books:	Maps:
Building	Street
BOCA Code	Zoning
NFPA 101 Life Safety Code	Minutes:
One & Two Family Dwelling Code	Committee Meetings
Plumbing	Executive Session (Ap- proved for Public Inspection)
Contracts	Village Board
Correspondence	Water Board
Daily Cash Disbursements	Zoning Board
Departmental Budgets	Motor Fuel Tax Records
Franchises:	Museum Fund Records & Accounts
Cable	Oaths of office
IL Bell Telephone	Ordinances
IL Power Company	Payroll Records:
Southwestern Electric Cooperative	Administrative
Freedom of Information	Elected officials
Fines	Fire Department
Garbage Fund Records & Accounts	Police Department
Illegal Alien Certification	Street Department
IL Municipal Retirement Fund Manual & Forms	Swimming Pool
Insurance Manuals & Forms:	Permits: Building
Blue Cross/Blue Shield	Curb Out
Fort Dearborn Life	Electrical
Guardian Dental	
I.M.L. Risk Management	

Permits (Cont'd.)  
    Gun Owner  
    Handicapped Parking  
    Plumbing  
    Sign  
Personnel Records:  
    Active  
    Inactive  
Petitions  
Plats  
Public Liability Files  
Rentals/Public Buildings  
Resolutions  
Swimming Pool Records &  
    Accounts  
Treasurer's Financial Reports:  
    Annually  
    Monthly  
Union Contracts:  
    Laborer's Local 338  
    United Steelworkers of  
        America, Local 91  
Vehicle Titles:  
    Fire  
    Police  
    Public works  
Voter's Registration Forms  
Workers' Compensation Files  
Zoning Records:  
    Classification Changes  
    Special Uses  
    Variances

## **POLICE DEPARTMENT**

Correspondence  
Accident Reports  
Complaint Reports  
Moving Violation Citations  
Vehicle Maintenance Records  
Manual  
D.U.I. Files  
Officer Training Files  
Certified Course Files  
Ride-A-Long Program  
Jail Lockup Reports  
Record Checks

## **FIRE DEPARTMENT**

Inspection Forms  
Monthly Fire Operational  
    Reports  
Yearly Activities File  
Monthly Training Reports  
Annual Training Reports  
Incident Casualty Reports  
    Fire District Files  
Fire Management Area Files  
Seniority List

## **DEPARTMENT OF PUBLIC WORKS**

### **ADMINISTRATION**

Administrative Files  
Vehicle, Fleet & Equipment Files  
Employee Payroll Records  
Employee Attendance Records  
Financial Records  
Material Requisitions  
Bid Specifications  
Working Policies of the  
Department  
Safety Information  
Insurance Information  
Labor Local 338 Contract

### **ZONING**

Zoning Classifications  
Subdivision Control  
Street Graphics  
Zoning Ordinance & Maps  
Building, Plumbing, Electrical Code  
Handicapped Requirements (ADA  
Compliance)  
Inspection  
Facility Planning Area Information

### **STREETS**

Street Specifications  
Curb Cut Permits  
Sidewalks and Curbs  
Handicap Curb Cut Specifications  
Street Maintenance & Cleaning  
Traffic Control Signs & Devices

### **PARKS**

Arboratum  
Village Parks  
Village Ball Diamonds  
Tree Programs  
Ground Maintenance on  
Public Buildings  
Ground Maintenance on  
Street Right-of-Way

### **WATER & SEWER**

Customer Service Records  
Water & Sewer Service Ap-  
plications  
Refuse & Brush Service In-  
formation  
Water & Sewer Specifications  
Water Distribution System Maps  
Sewer Collection System Maps  
Water & Sewer Location  
Water Quality Information  
Cross-Connection

Records  
Water Supply Treatment &  
Storage Facilities  
E.P.A. Permits & Records  
Emergency Repairs  
Easements  
Water Supply Study  
Miscellaneous Water Supply  
Information