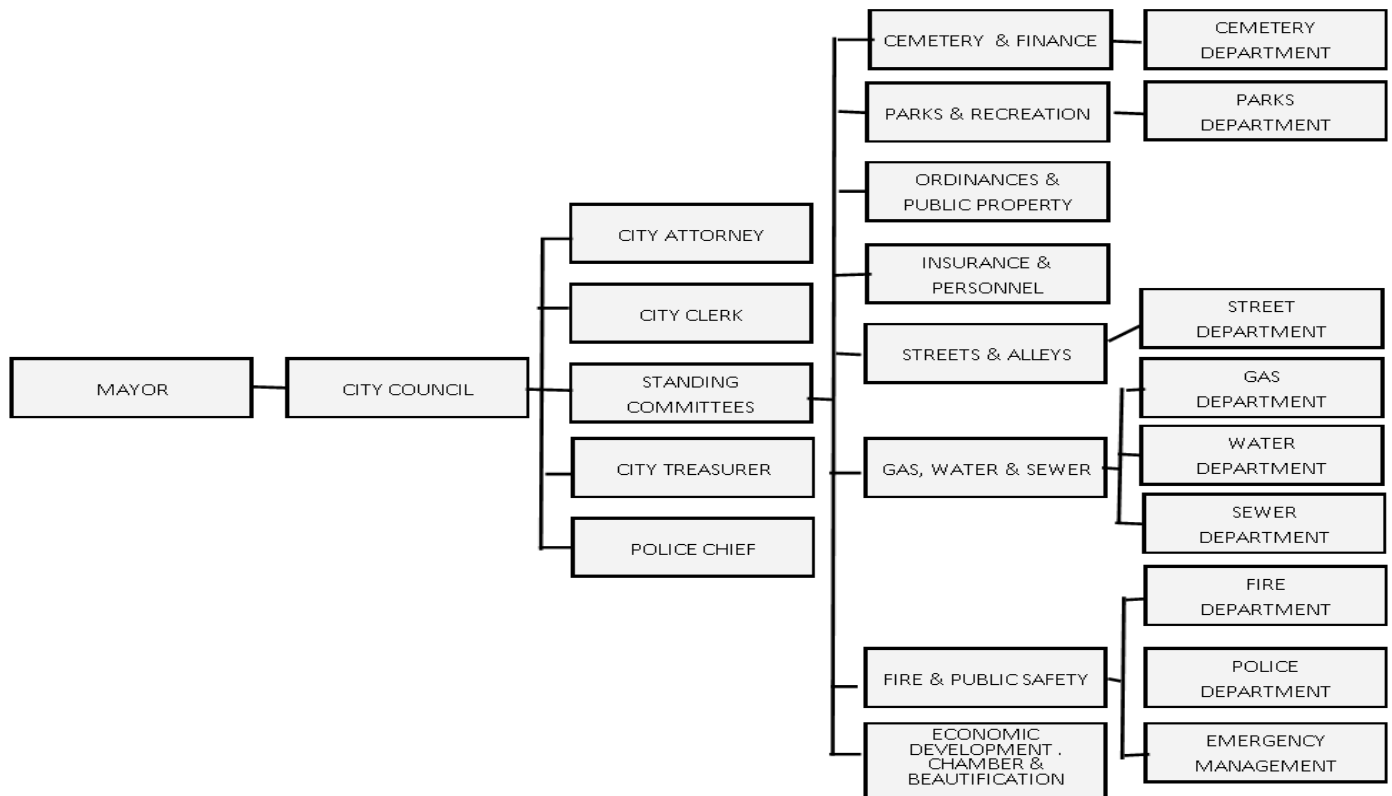


CITY OF CHESTER, ILLINOIS, INFORMATION DIRECTORY

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, 2024, is \$17,532,957.79.

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** – Dan Colvis
- Alderman Ward 1** – Randy Dudenbostel
- Alderman Ward 1** – Tim Lochhead
- Alderman Ward 2** – James D. Maes
- Alderman Ward 2** – Bob Buckham
- Alderman Ward 3** – Robert Platt
- Alderman Ward 3** – Don Berry
- Alderman Ward 4** – Alex Moore
- Alderman Ward 4** – Danny Valleroy

Appointed Officials:

- Jason Coffey..... City Attorney
- J.T. Blankinship, Inc City Engineer
-
- Tim Crow..... Water Plant Superintendent
- Marty ReynoldsSewer Superintendent
- Heath Menefee.....Sewer Distribution Superintendent
- Joe Clark Water Distribution Superintendent
- Mark Allwardt..... Gas Superintendent
- Steve Renner Maintenance Superintendent
- Patti Carter Recreational Director
- Billy Berkbuegler..... Cemetery Sexton
- Randy Wofford Cemetery Clerk
- Marty Bert Fire Chief
- Jerre Atchison Assistant Fire Chief
- Charles Bargman II EMA Coordinator
- Robert Helmers Chief of Police
- Billy Belton.....Cohen Park Superintendent
- Jay Allison Cole Park Superintendent
- Tom StewartAnimal Control Officer
- Lorin Mott..... Zoning Administrator
- Lorin Mott.....Code Enforcement Officer

Cemetery & Finance Committee:

- Alderman Robert Platt, Chairman
- Alderman Randy Dudenbostel
- Alderman Don Berry

Streets & Alleys Committee:

- Alderman Don Berry, Chairman
- Alderman Tim Lochhead
- Alderman Alex Moore

Gas, Water & Sewer Committee:

- Alderman, Danny Valleroy, Chairman
- Alderman Tim Lochhead
- Alderman Robert Platt

Fire Department & Public Safety:

- Alderman Bob Buckham, Chairman
- Alderman Randy Dudenbostel
- Alderman Danny Valleroy

Ordinance & Public Property Committee: Insurance & Personnel:

Alderman, James D. Maes, Chairman
Alderman Alex Moore
Alderman Bob Buckham

Alderman Randy Dudenbostel, Chairman
Alderman James Maes
Alderman Robert Platt

Parks & Recreation Committee:

Alderman Alex Moore, Chairman
Alderman Don Berry
Alderman Danny Valleroy

Economic Development, Chamber & Beautification:

Alderman Tim Lochhead, Chairman
Alderman James D. Maes
Alderman Bob Buckham

Parks & Recreation Board: Rebekah Hillerman, Heather McCartney, David Delcau, Dean Meredith, John Reith, Amy Hess, Jeremy Hargis, Collette Powley, Wendell Quintana, Greg Davitz, Joby Petrowske, Courtney Hecht

Library Board: Dr. Stephen Miller, Joanie Heffernan, Melissa Gross, Danielle Powell, Carolyn Schwent, Bob Owen, Evelyn Schuwerk, Donna Clendenin, Tammy Liefer

Chester Police & Fire Commission: Rick Harrington, Kevin Woods, Stan Buchheit

Police Pension Board of Trustees: Donna Clendenin, Caleb Golding

Cemetery Board of Managers: Richard Brown, Richard Allison

Planning Commission: Richard Allison, Tom Search, Mike Fogerson, Chris Naeger, Terry Moore, Shane Wagner

Zoning Board of Appeals: Jeff Bohnert, Glenn Andrews, Darrell Crum, Dennis McDonald, Larry Blechle

Beautification/Tourism Commission: Mary Ann Heberlie, Melissa Gross, Cynthia Lawder, Barry Harle, Linda Rader, Brenda Owen, Carla Draves, Dave Randall, Linda Schafer, Wendy Lochhead, Jay Cooper, Bob Lockhart, JoAnn Simmons, Tony West, Chelsie Halterman

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 (chestermayor@chesterill.com), 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.**