

# Village of Shiloh

## Freedom of Information Act

### Brief Description:

The Village of Shiloh is an Illinois municipality operating under the President – Board of Trustees form of government.

### Purpose:

It is the purpose of the Village of Shiloh to promote and protect the health, safety and welfare of all citizens; to provide the highest quality services to its citizens and; to encourage the progress and development of the socioeconomic structure within the Village.

Total Operating Budget (FY 2011): \$4,878,500

Approximate Number of Employees: 28 (full-time) & 2 (part-time)

### Number and Location of Separate Offices:

1. Shiloh Municipal Building  
1 Park Drive  
Shiloh, IL 62269  
(618) 632-1022
2. Shiloh Police Department  
3498 Lebanon Avenue  
Shiloh, IL 62221  
(618) 632-9047
3. Shiloh Maintenance Building  
143 Seibert Road  
Shiloh, IL 62269  
(618) 632-1022

### Freedom of Information Officer:

1. Brenda A. Kern  
Village Clerk  
1 Park Drive  
Shiloh, IL 62269  
(618) 632-1022 extension 110  
[shiloh@shilohil.org](mailto:shiloh@shilohil.org)

## Boards & Commissions:

### 1. Board of Trustees (Elected):

#### Mayor:

James A. Vernier, II

#### Trustees:

Kurt Burrelsman

Ray Kelly

Mark Kurtz

Colleen Powers

John Vassen

Tina Warchol

### 2. Planning Commission (Advisory):

B.J. Berger\*

Bob Gergen\*

Vince Kwiatkowski\*

John Lee\*

Howard Steffey\*

### 3. Police Pension Board (Three positions without an asterick are elected by the membership):

Tom Brown\*

Rodney Kreke

John Lee\*

Danny Marks

Dave Martin

### 4. Police Commission:

Louis Tiemann\*

Frederick Hess\*

Kenneth Hall, Jr.\*

\*Appointed by the Mayor with the advice and consent of the Board of Trustees.

Brief Description of Methods to Request Information and Public Records:

Under the Freedom of Information Act the Village will disclose public records within 21 days after the receipt of the Request Form for all requests made for commercial purposes, and within five business days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons.

You may pick up a Freedom of Information Form at the Village Hall or download the form from the Village’s website (<http://shilohil.org/freedom.pdf>.) This form also contains the fee structure for requests.

Fee Structure for Requests:

Photocopies of first fifty (50) pages of standard, black & white copies .....	Free
Photocopies of page fifty-one (51) and up (per page) of standard, black & white copies .....	\$ .15
Photocopies of Police Accident Reports** .....	\$ 5.00
Small Street Maps* .....	Free
Village Maps* .....	Actual Reproduction Cost
Municipal Code* .....	Actual Reproduction Cost
Development Code* .....	Actual Reproduction Cost
Comprehensive Plan* .....	Actual Reproduction Cost
Village Records certified by Village Clerk (per document) .....	\$ 1.00

\*These documents are on our website for downloading at [shilohil.org](http://shilohil.org)

\*\*These documents can be obtained at [docview.us.com](http://docview.us.com)

Submit requests to:

Village of Shiloh

Attn: Brenda A. Kern,

Village Clerk \ Freedom of Information Officer

1 Park Drive

Shiloh, IL 62269

Fax to (618) 632-8942, or E-Mail to [shiloh@shilohil.org](mailto:shiloh@shilohil.org)

Sample Listing of Types and Categories of Records Maintained by the Public Body

Agendas\* (current Board Meetings only are immediately available)

Agreements

Annexation Records

Annual Reports - Office of State Comptroller

Appropriation

Attorney Opinions

Audit Reports

Bids, Specs and Proposals

Budget

Building Permits

Business License Records

Census Reports

Comprehensive Plan

Contracts

Deeds

Development Information (plats, improvement plans, etc.)

Easements

Economic Interest Receipts

Election Records

Employee Time Sheets & Cards

Employee Benefit Records

Employment Records - solicited and unsolicited

Federal Tax Records

Franchise Information

Freedom of Information Act Request and Denial

Illinois Department of Labor

Illinois Department of Revenue

Illinois Department of Transportation

Illinois Environmental Protection Agency

Insurance Policies \ Claims

Investment Policy

Lawsuits

Leases

Licensing Records

Loyalty Oaths

Minutes

Occupancy Permits

Ordinances

Ordinances – Codified (includes Zoning Ordinances)

Paid Bills, Invoices and Vouchers

Parking Tickets

Personnel Records

Personnel Policy

Police Department – see bottom of list

Property Listing

Publication Certification

Raffle Records

Registered Visitor Records

Resolutions

Sewer Tap Permits

Solicitors Permits Records

Street Listing

Tax Levies \ Certificate of Tax Levies

Tax Increment Financing Records

Treasurer's Monthly Reports

Treasurer's Surety Bonds

Unemployment Compensation Records

Workman's Compensation Records

Work on Right of Way Permits

Zoning Requests

Zoning Map

Police Department Records Available:

Accident Reports

Crime Stats

Department Forms

Eligibility Lists

Incident Reports

Police Policy Manual

Sex Offender List

Uniform Crime Report

\*denotes immediate availability

# Village of Shiloh Organizational Chart

