

VILLAGE OF DWIGHT

MUNICIPAL INFORMATION DIRECTORY

Prepared by

Jean Louis, former Village Clerk

Updated by

Patricia Drechsel, present Village Clerk

Updated August, 2015

MUNICIPAL INFORMATION DIRECTORY

VILLAGE OF DWIGHT LIVINGSTON AND GRUNDY COUNTIES ILLINOIS

The VILLAGE OF DWIGHT is a municipality incorporated and organized under the General Law for Villages of the State of Illinois on July 24, 1872, for the purpose of providing its residents with the following services:

- Police Protection
- Sewer and Water Service
- Garbage Collection Service
- Street and Alley Maintenance
- Ambulance Service
- Parks and Recreation

The VILLAGE OF DWIGHT has certain functional subdivisions which are shown on Table I attached hereto. The approximate amount of the operating budget of the VILLAGE OF DWIGHT is \$3,000,000.00.

The Village's primary office is located at 209 S. Prairie Ave. in Dwight. Other departments maintained by the Village and their locations are:

- Police Station – 209 S. Prairie Ave.
- Sewer Plant – 600 Brewster
- Public Works Garage – 712 S. Old Rt. 66
- Emergency Medical Service – 209 S. Prairie Ave.
- Stevenson Pool – 600 Morris Rd.

The VILLAGE OF DWIGHT currently employs approximately 21 full-time employees, as well as approximately 16 part-time employees year round. During the months of April through October, approximately 3 part-time people are

employed with Street & Alley and Parks. June through August, approximately 15 people are employed at the swimming pool.

The following is a list of the VILLAGE OF DWIGHT's board and commissions:

<u>BOARD/COMMISSION</u>	<u>MEMBER</u>	<u>TITLE</u>
Board of Trustees	Jared Anderson	President
	Justin Eggenberger	Trustee
	Marla Kinkade	"
	Tim Dougherty	"
	Jerry Curtis	"
	Randy Irvin	"
	James Mixen	"
Other Administration	Patricia E. Drechsel	Village Clerk
	Diane Jensen	Village Treasurer
	Kevin McNamara	Village Administrator
Plan Commission	Earl McCoy	Member
	Scott Sand	"
	Mike Metzke	"
	Gene Mortensen	"
	Barb Christensen	"
	Ryan Van Der Karr	"
Zoning Board of Appeals	Troy Riegel	Member
	Ken White	"
	Steve Lovell	"
	Steve Zabel	"
	Rick Stirnaman	"
	Jerry Anderson	"

REQUEST FOR MUNICIPAL PUBLIC RECORDS

Any person requesting public records of the VILLAGE OF DWIGHT may make such a request in writing at the Village Clerk's office at 209 S. Prairie Ave., Dwight, IL, 60420. Such request should be made to the attention of Patricia Drechsel, FOIA Officer at such address, and if she is not present in person, you should see Mr. Gary Neville, Deputy FOIA Officer at 146 E. Main St., Dwight, IL, 60420. Other methods of communicating a written request would be mailing, faxing (815-584-2680) or emailing (villagehall@dwightillinois.com) Mrs. Drechsel, specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the FOIA Officer at the address of the Clerk's office. The following people are the Village's Freedom of Information Officers:

Patricia E. Drechsel, Village Clerk (primary)
Gary Neville, Village Attorney (in the absence of the Village Clerk)

Requests for records should be specific. If it is desired that records should be certified, that must be indicated in the request and specify which records must be certified.

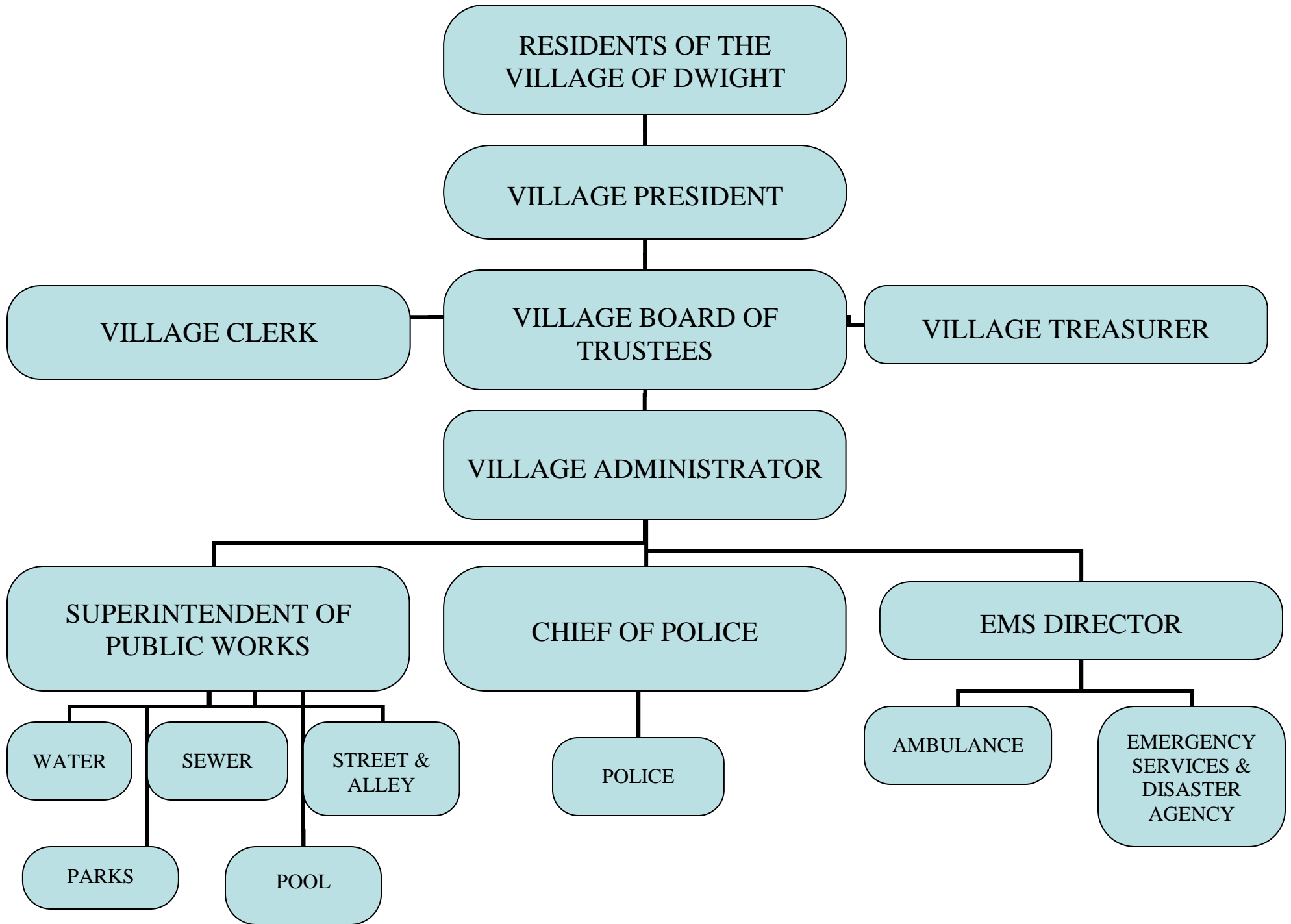
The fees for any such records, if the person requesting the records wishes them to be copied, are as follows:

- First 50 pages, black and white, letter or legal size copies: no cost;
- Additional pages, black and white, letter or legal: actual cost or \$0.15 per copy;
- Electronic records: costs of recording medium.;
- Color copies or copies in a size other than letter or legal: actual costs;
- Certification: \$1.00
- Mailing: actual cost to the Village of Dwight
- Copy services of an outside vendor: actual charges to the Village

TYPES OF RECORDS

- I. ANNEXATIONS/AGREEMENTS
- II. BID SPECIFICATIONS
- III. BUILDING PERMITS
- IV. COMPREHENSIVE PLAN
- V. CONTRACTOR'S LICENSES
- VI. CONTRACTS/AGREEMENTS
- VII. DEEDS/EASEMENTS
- VIII. ELECTION RECORDS
- IX. EQUIPMENT INVENTORY
- X. FINANCIAL RECORDS
 - a. Budget (approved annually)
 - b. Budget Ordinance (adopted annually)
 - c. Tax Levy Ordinance (adopted annually)
 - d. Audit (performed annually by outside firm)
 - e. Bill Vouchers/Expenditures (see attached General Ledger list)
 - f. Revenue Receipts (see attached General Ledger list)
 - g. Salary Schedules
- XI. FLOOD PLAIN MAPS
- XII. FOIA REQUESTS AND DENIALS
- XIII. GRANTS
- XIV. GROUP INSURANCE
- XV. LIABILITY/AUTO/INLAND MARINE INSURANCE
- XVI. LIENS
- XVII. LIQUOR COMMISSION RECORDS
- XVIII. LOANS/BONDS
- XIX. MOTOR FUEL TAX RECORDS

- XX. ORDINANCES
 - a. Municipal Code
 - b. Zoning Ordinance
 - c. Subdivision Ordinance
 - d. Recently passed but not updated in books
- XXI. PENSION FUND RECORDS
- XXII. PERSONNEL FILES
- XXIII. PERSONNEL POLICY MANUAL
- XXIV. POLICE RECORDS
- XXV. RAFFLE LICENSES
- XXVI. REAL ESTATE
- XXVII. RESOLUTIONS
- XXVIII. SEWER REPORTS
- XXIX. SOLICITATION PERMITS
- XXX. SWIMMING POOL RECORDS
- XXXI. TREASURER'S REPORTS
- XXXII. VIDEO GAMING REPORTS
- XXXIII. VILLAGE BOARD MEETING MINUTES
- XXXIV. VILLAGE COMMITTEE MINUTES
- XXXV. WATER REPORTS
- XXXVI. WORKERS' COMPENSATION RECORDS



FUNCTIONAL SUBDIVISIONS - TABLE I