

# *Village of Bethalto*

## *Freedom of Information*



*Village Clerk Sue Lowrance*  
*213 N. Prairie St.*  
*Bethalto, IL 62010*  
*(618) 377-8723*  
*Fax (618) 377-5264*

## Village History & Information

The Village of Bethalto, chartered in 1869, is a small community in Southwestern Illinois with a population of 9,454 (2000 census). The Village works under a governing body which consists of an elected Village President, six (6) elected Village Trustees, and an elected Village Clerk. The Village has a full-time Police Department, Public Works Department, Zoning Department, and a Volunteer Fire Department. The Village employs approximately 70 full-time employees, 10 part-time employees, and 20 seasonal part-time employees. The 2009-2010 operating budget for the Village of Bethalto is set by ordinance at \$11,498,112 (Ord. 2009-05).

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### Building Locations

Village Hall.....	213 N. Prairie Street
Mayor's Office, Clerk's Office, Zoning Administrator's Office	
Police Department .....	213 N. Prairie Street
Volunteer Fire Department .....	213 N. Prairie Street
Public Works Department .....	101 S. Prairie Street
Water Treatment Plant .....	Ninth Street, East Alton

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### Freedom of Information Requests

If you need to obtain records from the Village of Bethalto, complete a "Freedom of Information Request" form, available at the Village Clerk's office or online at [www.bethalto.com](http://www.bethalto.com). Village offices are open Monday through Friday 8am – 5pm except on observed holidays. Present the completed form to the department where the requested records are housed (Police Department requests should be presented to the Police Department, all other requests should be presented to the Village Clerk's office, both of which are located within Village Hall). If you are unable to obtain a copy of our FOIA Request form, the Village will accept any legible written request, provided that such written request is clearly and concisely stated and contains the name, address, and telephone number of the requestor.

To ensure than each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record being sought is clearly identified in the request. Requestors should provide as much known information about the requested record as possible (e.g. type of record, approximate date of record, department where

record may be located, etc.). The request should also indicate whether the records are to be inspected, copied, and/or certified. The Village of Bethalto is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operations; nor is the Village obligated to interpret or advise requestors as to the meaning or significance of public records that may be provided.

Requested information will be made available for inspection and/or copying unless the records or information are determined as exempt under the Freedom of Information Act. Each request will be complied with or denied within five (5) working days after its receipt. The five (5) day period may be extended up to an additional five (5) working days, for a total of ten (10) working days if required. Any request deemed for commercial purposes will be complied with or denied within twenty-one (21) days after its receipt. All requests made for commercial purposes must be disclosed as such by the requestor at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure. Any request which is denied by the Village will be accompanied by a detailed factual basis for the denial, and will include a notice of the requestor's statutory right to petition the office of the Public Access Counselor in the office of the Illinois Attorney General for review of said denial. For further information, a copy of the Freedom of Information Act is available upon request in the Village Clerk's office.

Up to (50) letter- or legal-sized, standard black-and-white copies will be made at no charge to the requestor. The charge for copying requests in excess of (50) letter- or legal-sized, standard black-and-white pages will be \$.15 per page. Color copies, special oversized copies, or requests for other forms of media will be charged to the requestor at the actual reproduction cost to the Village.

Many often-requested documents are available for immediate viewing on the Village's website, [www.bethalto.com](http://www.bethalto.com). FOIA request forms are also available for downloading from our website, and once completed can be e-mailed to the Clerk at [slowrance@bethalto.com](mailto:slowrance@bethalto.com), or faxed to our office at (618) 377-5264. Requests may also be mailed to Sue Lowrance, Village Clerk, 213 N. Prairie St., Bethalto, IL 62010.

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**Mayor, Village Trustees, and Executive Staff**

Mayor.....Steve A. Bryant

Trustees.....Gerald Bourland  
Linda Oldendorph  
Perry Withers  
Don Flack  
Robert DiPaolo  
Jeff Mull

Executive Staff..... Sue E. Lowrance, Village Clerk  
Chester Schilling, Fire Chief  
Rich Mersinger, Asst. Fire Chief  
Andy Beiermann, Asst. Fire Chief  
Walter (Alan) Winslow, Police Chief  
Gregg Smock, Police Lieutenant  
Joseph Ricci, Public Works Director  
Rich Mersinger, Zoning Administrator  
Joseph Schoppet, Village Treasurer

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**Committees** (\*denotes Committee Chairman)

Liquor Commission.....\* Steve Bryant  
Gerald Bourland, Linda Oldendorph

Finance, Revenue, and Ordinances.....\* Gerald Bourland  
Perry Withers, Don Flack

Streets, Alleys, & Sidewalks.....\* Jeff Mull  
Linda Oldendorph, Don Flack

Employee Relations.....\* Don Flack  
Perry Withers, Gerald Bourland

Utilities, Water, Sewer, Refuse.....\* Bob DiPaolo  
Jeff Mull, Don Flack

Police, Fire, and Public Safety.....\* Linda Oldendorph  
Gerald Bourland, Don Flack

Recreation, Parks, & Public Buildings.....\* Perry Withers  
Don Flack, Jeff Mull

Equipment Inspection & Acquisition.....\* Bob DiPaolo  
Perry Withers, Linda Oldendorph

Residential & Commercial Building Plans.....\* Jeff Mull  
Perry Withers, Bob DiPaolo

NOTE: Mayor is ex-officio member of all committees

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### **Board and Commissions**

#### **Zoning Board (5-year term)**

Dennis Factor (Chairman)  
Woodrow Jordan (Vice-Chairman)  
John Hall  
Randy Smith  
Kathi Cooper  
Ken Gobble  
(open seat)

#### **Plan Commission (3-year term)**

Lowell Brown (Chairman)  
Steve Campbell (Secretary)  
Garth Dunlap  
Kenneth (Ed) Slayden  
Dee Eberhart  
Larry Militello  
JoAnn Ritter

#### **Police Pension Board (2-year term)**

Michael Babcock  
JoAnn Ritter

#### **Fire & Police Commission (3-year term)**

Russell Gentry  
Larry Rhodes  
(open seat)

#### **Airport Board (5-year term)**

Matt Stimac

**Index of Records**  
**Mayor/Clerk's Office:**

Agendas  
Agreements  
Appointment Ordinance  
Audit Correspondence  
Audit Reports  
Bank Statements  
Bid Bonds  
Bid Letting Files  
Bidder List  
Board of Commissions  
Bond Issues  
Brochures  
Budgets  
Cable TV Agreement  
Campaign Disclosures  
Capital Improvements  
Cash Flow Summary/General Fund  
Census Information  
Certificate of Publications  
Computers  
Contracts  
Copiers  
Copies of Signature Cards  
Correspondence  
Deferred Compensation  
Department of Commerce and Community Affairs (DCCA)  
Drug and Alcohol Policy  
Elections  
Employee Applications  
Employee Benefits  
Employee Injury Reports  
Employee Personnel Files  
Employment/Hiring Procedures  
Enterprise Zone  
Family and Medical Leave Act  
Financial Institutions  
Fire Department: Foreign Fire Insurance Tax, Board of Fire & Police  
Flood Plain Information  
Forms, various  
Franchise Agreements  
Freedom of Information Act

***Index of Records, Mayor/Clerk's office, continued:***

Garbage Fund records  
General Ledger  
Gift Ban Act  
Grant Files  
Illegal Alien Certification  
Illinois Environmental Protection Agency  
Illinois Municipal League  
Illinois Municipal Retirement Fund  
Incident Reports  
Insurance Program  
Investment Policy  
Job Classifications  
Labor Contracts  
Lease Agreements  
Licenses: *Business, Coin-in-slot, Dog Tag, Liquor, Raffle, Solicitor*  
List of Boards & Commissions  
List of Collateral Pledges  
Memos  
Mine Maps  
Minutes: *Committee Meetings, Approved Executive Session, Plan Commission, Village Board, Water Board, Zoning Board*  
Motor Fuel Tax Reports  
Municipal Code books  
Supplements and Amendments  
Museum Fund Records  
Mutual Aid Agreements  
Oaths of Office of Elected and Appointed Personnel  
Ordinances  
Parks  
Pay Ranges: Salaried & Hourly  
Payroll Reports  
Payroll Tax Returns  
Petitions  
Plan Commission  
Plats  
Police Pension  
Policies & Procedures  
Prevailing Rate of Wages  
Proclamations  
Public Hearings  
Rentals/Public Buildings  
Resolutions  
Right-of-way Acquisitions  
Salary History  
Service Awards

***Index of Records, Mayor/Clerk's office, continued:***

Sexual Harassment Policy  
Street Listing  
Street Maintenance Program  
Subdivision Ordinance  
Tax Forms  
Tax Increment Financing  
Tax Levy  
Telephones  
Treasurer's Reports  
Union Contracts  
Utility Tax  
Vehicle Bids  
Vehicle Titles  
Village Seal  
Visitor Guides  
Voting Information  
Warranties  
Worker's Compensation  
Zoning Map

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**Index of Records  
Zoning Administrator's Office:**

Abate Vehicle Complaints  
Annual Building Reports  
Blueprints: Construction & Design  
BOCA Code Books  
BOCA Information  
Building Code Ordinance  
Citizen Complaints  
Commercial Plan  
Comprehensive Plan  
Flood Zone Determinations  
Grass & Trash Complaints  
Permits: *Building, Commercial, Residential, Electrical, Pool, Plumbing, Sign,  
Occupancy, Residential Plans*

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**Index of Records  
Fire Department:**

Above-ground tank permits  
Apparatus Maintenance  
Budget Information  
Civil Defense  
Contracts (Mutual Aid & Fire Protection)  
Daily Activities Calendar  
Department Goals & Objectives  
Duty Injury Log  
Equipment, Uniforms & Supply Issue  
FCC License  
Fire Apparatus Inventory  
Fire Drills: Schools & Businesses  
Fire Incident Reports  
Historical Data on Department  
Hose Records  
Hydrant Testing & Location Records  
ISO Reports  
Misc. Correspondence  
Miscellaneous Statistical Data  
NFC Codes & Standards  
Orders, Memos  
Organization Chart  
Personnel Directory  
Pre-Fire Plans  
Reimbursement Records  
SCBA Testing Records  
Seniority List  
Standard Operating Procedures  
State Fire Marshall Reports  
Training: Calendar, Library Materials, Records  
Vendor Catalogs & Advertisements

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**Index of Records**  
**Police Department:**

Activity Reports  
Alarms  
Annual Reports  
Bicycle Registrations  
Budget  
Community Based Policing  
Contracts  
Crime Stats  
DARE  
Department Forms  
Eligibility Lists  
FCC License  
Incident Reports  
Job Descriptions  
Labor/Management Committee  
News Releases  
Ordinances  
Police Pension Annual Report  
Police Pension Contributions  
Police Pension Investment Policy & Records  
Policy Manual  
Safety Committee  
Sex Offenders  
Uniform Crime Reports

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**Index of Records  
Water Department:**

Billing  
Cash Flow Summary/Water & Sewer Funds  
EPA Reports  
Fleet Meetings  
Inventory  
Main & Valve Cards  
Memos  
Meter or Customer History  
Meter Readings  
Safety Meetings  
Sanitary Sewer Map  
Sanitary Sewer Permits EPA  
Sewer User Charges  
Water Main Installation  
Water Maintenance EPA  
Water Map

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**Index of Records  
Waste Water Plant/City of Alton:**

Annual "503" Report  
Bi-monthly IEPA Sampling Results  
Bi-weekly Sampling Results  
Monthly Analysis Worksheets  
Monthly "DMR's"  
Quarterly Federal EPA Sludge Sampling Results  
Semi-Annual IEPA Sampling Results  
Semi-Annual Sludge Application Report  
Sludge Quality and Concentration Sheets  
Sludge User Information Sheets

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**Village of Bethalto**  
**Water Board Meetings – 7:00 pm**  
**Village Board Meetings – 7:15 pm**

**2010 Meeting Dates:**

**January 4**  
**February 1**  
**March 1**  
**April 5**  
**May 3**  
**June 7**  
**July 6 (Tuesday)**  
**August 2**  
**September 7 (Tuesday)**  
**October 4**  
**November 1**  
**December 6**

**(Committee meetings are held on the third Monday as needed)**

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**Village of Bethalto**  
**Plan Commission**

Notice is hereby given that the meetings of the Plan Commission of the Village of Bethalto, Madison County, Illinois, will be held on the 2<sup>nd</sup> Thursday of each month at 6:30pm in the Council Room of Village Hall, 213 N. Prairie Street, Bethalto, IL, for the purpose of transacting any business that may properly come before said meeting.

**2010 Plan Commission Meeting Dates:**

**January 14**  
**February 11**  
**March 11**  
**April 8**  
**May 13**  
**June 10**  
**July 8**  
**August 12**  
**September 9**  
**October 14**  
**November 11**  
**December 9**

**Village of Bethalto**  
**Zoning Board of Appeals**

Notice is hereby given that the meetings of the Zoning Board of Appeals of the Village of Bethalto, Madison County, Illinois, will be held on the 3<sup>rd</sup> Tuesday of each month at 7:00pm in the Council Room at Village Hall, 213 N. Prairie Street, Bethalto, for the purpose of transacting any business that may properly come before said meeting.

**2010 Zoning Board of Appeals Meeting Dates:**

**January 19**  
**February 16**  
**March 16**  
**April 20**  
**May 18**  
**June 15**  
**July 20**  
**August 17**  
**September 21**  
**October 19**  
**November 16**  
**December 21**