

VILLAGE OF INVERNESS

FREEDOM OF INFORMATION AND MUNICIPAL INFORMATION DIRECTORY

The Village of Inverness is a home rule municipality incorporated and organized under the laws of the State of Illinois for the purpose of providing its residents with the following services:

- A. Police protection
- B. Garbage collection
- C. Road and street maintenance
- D. Storm water management
- E. Building inspection and code enforcement

The Village of Inverness has certain functional subdivisions, which are shown on Table 1 attached hereto. The Village operates under a mayor-council form of government. A Village Board consisting of a Village President and six Trustees directs the affairs of the Village. The approximate amount of the operating budget of the Village of Inverness is \$6,864,900 for the Fiscal Year ending April 30, 2012.

The Village has two office locations. The Village Hall is located at:

1400 Baldwin Road
Inverness, Illinois 60067

The Village Hall Annex, containing the Building, Engineering and Police Departments is located at:

1415 Baldwin Road
Inverness, Illinois 60067

The Village currently employs sixteen full-time and six part-time employees. Public works services are contracted out.

The members of the Boards, Commissions and Committees of the Village of Inverness are as follows:

Board of Trustees

John A. Tatooles	Village President
Russell P. Fitton	Trustee
Richard C. Gallagher	Trustee
Patricia D. Ledvina	Trustee
Janice M. Stremel	Trustee
Timothy W. Tiedje	Trustee
John Willis	Trustee

Village Clerk

Laurie White

Zoning Board of Appeals

Dean Mallires	Chair
Terry Kral	Member
James O'Brien	Member
Kathy Roth	Member
Laurie White	Member
Chuck Fritz	Member
Nick Zissimopoulos	Member

Plan Commission

Robert Curry	Chair
Frank Butera	Member
Dennis Dessilla	Member
Vacant	Member
Greg French	Member
Jack Jeschke	Member
Lloyd Wolf	Member

Tree Commission

Timothy Tiedje	Chair
Jay Jeschke	Member
Judy Koschel	Member
Linda Novak	Member
Charles Stewart	Arborist

Roads and Drainage Committee

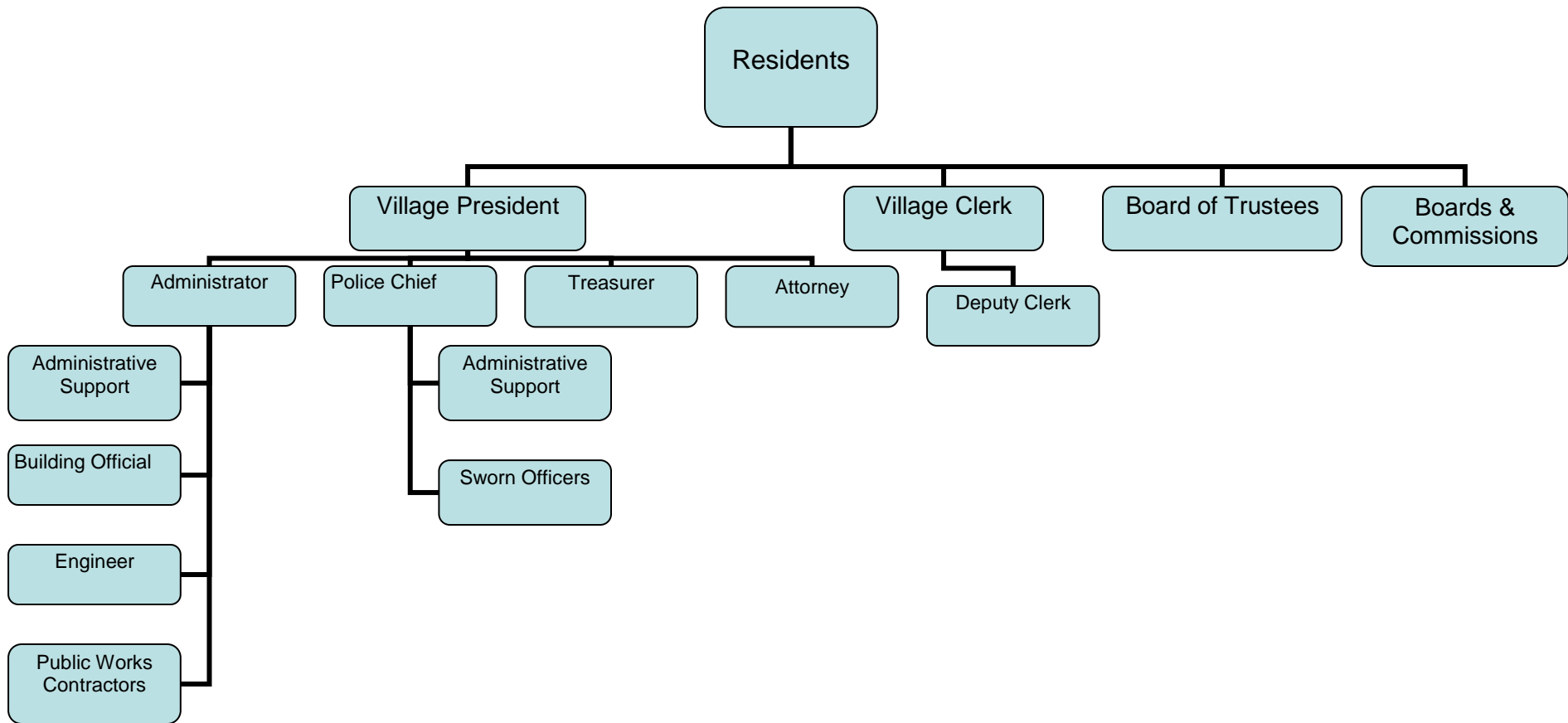
Janice Stremel	Chair
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Finance Committee

Richard Gallagher	Chair
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Building and Zoning Committee

Russell P. Fitton	Chair
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ORGANIZATIONAL CHART TABLE 1

VILLAGE OF INVERNESS

FOIA REQUEST FOR RECORDS

Any person requesting records (FOIA request) from the Village of Inverness must make such a request in writing. A form (FOIA form) may be obtained from the FOIA Officer:

Curt Carver, Village Administrator
Village of Inverness
1400 Baldwin Road
Inverness, IL 60067

or

on our website: www.villageofinverness.org

If a person desires that any record be certified, that must be indicated in the request and the request must specify which records are to be certified.

Freedom of Information Act Fees

In most cases, there is no fee for the first 50 pages of black and white, legal, or letter sized copies. After 50 pages, the fee is \$0.15 per page.

The fee for color copies is \$0.20 per page. Copies in sizes other than letter or legal will be charged fees to reimburse the actual cost of copying.

Charges for certifying a document is \$1.00.

If a person requests a document in an electronic format, the Village will furnish the document in electronic format when feasible and charge for the cost of purchasing the medium.

VILLAGE OF INVERNESS

CATALOG OF RECORDS

ADMINISTRATION

ALARM REGISTRATIONS
ENGINEERING PROPOSALS
FREEDOM OF INFORMATION REQUESTS
LICENSES
CERTIFICATES OF INSURANCE
LETTERS OF CREDIT
GENERAL LIABILITY INSURANCE POLICIES
MUNICIPAL INSURANCE COOPERATIVE AGENCY
NEWSLETTERS
GRANT FILES
VILLAGE NEWS CLIPPINGS
OFFICE EQUIPMENT
SOLICITORS
RECORDS DISPOSAL
DOG TAGS
VEHICLE STICKERS
CODE ENFORCEMENT ACTIVITY

ASSOCIATIONS

ICMA
ILLINOIS MUNICIPAL LEAGUE
PALATINE CHAMBER
NORTHWEST MUNICIPAL CONFERENCE
ILLINOIS MUNICIPAL LEAGUE

BUILDING RECORDS

BUILDING PERMITS
ELEVATOR INSPECTIONS
SEPTIC SYSTEMS
SIGN CODE
COUNTY PERMIT VERIFICATION REPORTS
MAILBOX SPECIFICATIONS
BOND RECEIPTS AND RELEASES
BUILDING CODES
PLUMBING CODES
ELECTRICAL CODES

CONTRACTS

ENGINEERING SERVICES
VILLAGE OF BARRINGTON
SNOW REMOVAL AND ICE CONTROL
SOLID WASTE MANAGEMENT

CORRESPONDENCE

VILLAGE PRESIDENT
VILLAGE ADMINISTRATOR
BUILDING OFFICIAL
OFFICIALS CORRESPONDENCE
VILLAGE ENGINEER
STREET FILES

ENVIRONMENTAL ISSUES

COYOTE RESEARCH
HISTORIC PLACES – NATIONAL REGISTRY
PALATINE MARSH
SOIL EROSION CONTROL
TREE CITY
WELL MONITORING
URBAN PROPERTY WETLAND PROJECT
BLACKBURN/TWEED WETLAND PROJECT

FINANCIAL

ACCOUNT STATEMENTS
ANNUAL FINANCIAL REPORTS
CANCELLED CHECKS
CASH RECEIPTS
CHART OF ACCOUNTS
FIANCIAL PLANS
COMPTROLLER REPORTS
ESTIMATES OF REVENUE
GOOD SAMARITAN FUND
GENERAL LEDGER
GRANT DOCUMENTS
INVOICES
MONTHLY FINANCIAL STATEMENTS (UNAUDITED)
LETTERS OF CREDIT
PROPERTY TAXE LEVIES
REBILL ACCOUNTING
VENDOR LIST

TREASURER REPORTS
WARRANT LISTS
INVESTMENT POLICY

FRANCHISES

CABLE TELEVISION FRANCHISES
CABLE TELEVISION FORM 394 FILINGS
COMMONWEALTH EDISON
NICOR
AT&T
WESTERN UNION

INTERGOVERNMENTAL

BARRINGTON WATER AGREEMENT
BOUNDARY AGREEMENTS
COOK COUNTY
CORNELL ROAD TRANSFER
INVERNESS PARK DISTRICT
INTERGOVERNMENTAL AGREEMENTS
METROPOLITAN WATER RECLAMATION DISTRICT
NORTHWEST CENTRAL DISPATCH
NORTHWEST MOSQUITO ABATEMENT
SOLID WASTE AGENCY OF NORTHERN COOK COUNTY
ILLINOIS DEPARTMENT OF TRANSPORTATION
US POST OFFICE

LEGAL

LEGAL NOTICES
CLOSED LITIGATION FILES

ORDINANCES

PERSONNEL

PAYROLL AND EMPLOYEE FILES
ICMARC STATEMENTS
IMRF STATEMENTS
HEALTH INSURANCE POLICIES
PERSONNEL MANUALS

PLANNING

BENCHMARK MAPS
SUBDIVISION FILES
COOK COUNTY LAND USE PLAN

VILLAGE COMPREHENSIVE PLAN
HOLY FAMILY
HSM
FLOOD PLAIN/PRONE MAPS
LITTLE CITY
ZONING MAPS
REQUESTS FOR ZONING VARIATIONS
PLATS OF SUBDIVISION
CENSUS INFORMATION
PLAN COMMISSION FILINGS

POLICE

POLICE FEASIBILITY STUDIES
OFFENSE/INCIDENT/ARREST REPORTS
ACCIDENT REPORTS
VACATION WATCH
TRAFFIC STOP DATA
PARKING TICKETS
WARNING/COMPLIANCE TICKETS
TRAFFIC SITATIONS
CRIMES OF OPPORTUNITY RPEORTS
COURT TRANSMITTALS
MONTHLY ACTIVITY REPORTS
FIELD INTERVIEW REPORTS
SQUAD INSPECTIONS
SCHEDULES

PROPERTY

DECLARATIONS OF COVENANTS AND RESTRICTIONS
EASEMENTS
EXEMPT PROPERTIES

PUBLIC SAFETY

DISASTER PLAN
FEDERAL EMERGENCY MANAGEMENT ASSOCIATION
CIVIL DEFENSE
DRY HYDRANTS
EMERGENCY GATES
POLICE AGREEMENT
POLICE FACILITY SITES
POLICE FEASIBILITY STUDIES
POLICE SERVICES SURVEY
BARRINGTON COUNTRYSIDE FIRE DISTRICT
FOGARTY FIRE
PALATINE RURAL FIRE PROTECTION DISTRICT

FIRE DISTRICT STUDY

PUBLIC WORKS

ROAD MAINTENANCE PROGRAMS
ROUTE 14/COLFAX/BALDWIN ROAD PROJECT
PREVAILING WAGE CERTIFIED PAYROLLS
DRAINAGE PROGRAMS
ROAD SALT CONTRACTS
ROW CONSTRUCTION PERMITS
FORESTRY PROGRAM

RESOLUTIONS

VILLAGE BOARD

REGULAR MEETING MINUTES
RELEASED EXECUTIVE SESSION MINUTES
ELECTION INFORMATION
AGENDA PACKETS
OATHS OF OFFICE
OFFICIALS LISTS

VILLAGE CODE

VILLAGE COMMITTEES

BLUE RIBBON COMMITTEES (POLICE AND FIRE)
ARCHITECTURAL REVIEW COMMITTEE
BUILDING COMMITTEE
COMMITTEE OF THE WHOLE
FINANCE COMMITTEE
FRANCHISES COMMITTEE
ROADS AND DRAINAGE COMMITTEE
INVESTMENT COMMITTEE
PLAN COMMISSION
TREE COMMISSION
ZONING BOARD OF APPEALS

VILLAGE HALL

STATIONARY EQUIPMENT
LOGO REGISTRATION
SILO RENOVATION
VILLAGE ANNEX

RECORDS THAT WILL BE RELEASED IMMEDIATELY UPON REQUEST

ORDINANCES
RESOLUTIONS
AGENDAS
MEETING MINUTES
RELEASED EXECUTIVE SESSION MINUTES
ANNUAL SCHEDULE OF VILLAGE BOARD, PLAN COMMISSION AND
ZONING BOARD OF APPEALS
PENDING ZONING VARIATION APPLICATIONS
INDIVIDUAL WARRANT LISTS
SPECIFIC SECTIONS OF THE VILLAGE CODE
PLANNED UNIT DEVELOPMENT ORDINANCES
OPEN BUILDING PERMIT APPLICATIONS
BUILDING PERMIT KEY RECORDS
INDIVIDUAL OFFENSE/INCIDENT REPORTS
INDIVIDUAL ACCIDENT REPORTS
INDIVIDUAL COMPLIANCE CITATIONS

NOTE: THE FOLLOWING RECORDS CAN BE OBTAINED DIRECTLY FROM
THE VILLAGE'S WEBSITE AT www.villageofinverness.org:

VILLAGE CODE
VILLAGE BOARD SCHEDULE AND AGENDAS
VILLAGE BOARD MINUTES
PLAN COMMISSION SCHEDULE
ZONING BOARD OF APPEALS SCHEDULE
CURRENT YEAR FINANCIAL PLAN
PRIOR YEAR ANNUAL FINANCIAL REPORT
NEWSLETTERS