

Freedom of Information Directory

Village of Antioch

Email: lrmine@antioch.il.gov

Website: www.antioch.il.gov

Tel: 847-395-1000

874 Main Street

Antioch, IL 60002



STATEMENT OF PURPOSE

The Village of Antioch was incorporated February 29, 1892. This non-profit, municipal corporation was formed to provide for the health and well being of all persons requesting the incorporation of a municipal entity.

Today, the Village of Antioch provides the full-time services of the following departments:

Administrative Services

Clerk's office, Communications, Engineering and Human Resources, Information Technology

Community Development

Economic Development and Planning, Zoning & Building

Finance

Accounts Payable, Appropriation, Audits, Budget, Payroll and Water/Sewer Billing

Parks & Recreation

Aqua Center, Park Programming & Special Events

Police

Police Services, Emergency Management

Public Works

Parks Maintenance, Streets, Water and Wastewater Plant

Village Administrator – James Keim

FREEDOM OF INFORMATION ACT

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. FOIA is designed to ensure that the public has access to information about their government and its decision-making process.

- Records shall be provided upon request, unless there is an exemption in the statute that protects those records from disclosure.
- Certain materials may be purged from files from time to time within the regulations established by the Local Records Act and the Local Records Commission Regulations

Written requests may be sent to:

Village of Antioch
Lori K. Romine, FOIA Officer
874 Main Street
Antioch, IL 60002

Or by email to: lromine@antioch.il.gov

Any request for public records in accordance with FOIA shall be submitted in writing to the FOIA officer. Requests may also be made online: <https://www.antioch.il.gov/citizen-action-line/#form/13761>

Please be as specific as possible when describing the records you seek. FOIA is in place to allow the public to inspect or obtain copies of documents. It is not designed to require a public body to answer questions or interpret data. If you wish to ask questions of staff, please contact them directly.

FOIA REGULATIONS

Statutory Deadlines & Costs

- Requests for the inspection or copies of documents will be processed within 5 business days according to statute, unless an extension is required pursuant to the Act.
- Commercial requests (for private gain with no relation to the general public) will be processed within 21 business days.
- Per statute, charges will be assessed at 15 cents per page for black & white letter or legal copies in excess of 50 pages. Records placed on a flash drive, CD or other temporary media will be charged the actual cost for that medium.

Exemptions

Exemptions listed under Section 7 of the Act include (but are not limited to) the following (for full text and specific exemptions, please refer to the Act):

- Information specifically prohibited from disclosure by Federal or State law
- Private Information
- Files maintained by law enforcement specifically designed to provide information to one or more law enforcement agencies regarding the physical or mental status of a subject.
- Personal Information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy
- Records that would interfere with pending law enforcement proceedings or unavoidable disclose the identity of a confidential source or persons who file complaints with or provide information to agencies
- Records that could endanger the life or physical safety of law enforcement personnel or any other person
- Records that may obstruct an ongoing criminal investigation
- Preliminary notes, drafts, recommendations or memoranda in which opinions are expressed or policies or actions are formulated
- Trade secrets and commercial or financial information
- Proposals and bids until an award or final selection is made
- Architect's plans, engineers' technical submissions and other construction related technical documents for projects not constructed or developed in whole or in part with public funds
- Closed session minutes

CATALOGUE OF MATERIALS

The following are a list of the types of documents available for inspection and copying

RECORD TITLE	DESCRIPTION	ONLINE
Agreements	Executed agreements/contracts between the Village of Antioch and various governmental entities, corporations, companies and private individuals for goods, services or undertakings rendered.	Some
Annexations	Records compiled for newly acquired property	No
Applications	Building Permit Applications (residential or commercial) Business Licenses (restaurant, liquor, tobacco) Employment Applications FOIA Requests Park Permits Solicitor Permits Planning & Zoning Petitions (annexations, special use, variance, zoning)	Yes
Audits	Independent audits performed on Village financial statements and activities at the conclusion of the fiscal year	Yes
Bids, Requests for Proposals/Qualifications	Bid and proposal documents for various projects or equipment to be leased or purchased by the Village.	No
Bonds	Performance & Maintenance Bonds for construction and infrastructure projects	No
Budgets	Annually approved budgets for Village funds and departments	Yes
Comprehensive Plan	Long Term Plans for land use.	Yes
Deeds	Village-owned property	No
Easements	Rights of easement granted by private individuals or corporations to the Village for various municipal improvements	No
Insurance	Records of insurance claims and correspondence and policies.	No

Invoices	Bills sent to or by the Village for services rendered; equipment used or purchased	No
Job Descriptions	Position descriptions for Village employees	No
Licenses	All approved applications for restaurant, liquor, tobacco, food truck licenses	No
Liens	Recorded liens placed against properties owing the Village for outstanding bills (water/sewer and/or vegetation)	No
Maps	Zoning Maps, Facility Maps, trade areas, open space, future land use	Yes
Motor Fuel Tax	Documentation related to MFT projects	No
Minutes	Minutes of the Village Board and advisory boards/commissions	Yes
Oaths	Oaths taken by police officers and public officials	No
Ordinances	Rules and regulations passed by the Village Board. They are also codified in the Village Code	Yes
Permits	Building permits, special event applications, parade applications, solicitor permits, etc.	No
Petitions	Candidate Petitions for local elections. Annexation, zoning, special use and variance petitions	No
Plats	Limited number filed with the building department	No
Proclamations	As issued by the Mayor	No
Resolutions	As approved by the Village Board	Yes
Reports	By Department or other agencies	Some
Titles	For all Village vehicles	No
Utilities	Records related to the operation of the Water, Wastewater and Treatment plant	No

DEPARTMENT OVERVIEWS

Administrative Services

- Executes the goals and objectives of the Board of Trustees
- Prepares and publishes notices, agendas, minutes
- Information Technology
- Communications, press releases, social media
- Creates and implements policy
- Processes applications for business licenses, employment and FOIA
- Customer Service

Community Development

- Manages land use policy, planning, zoning and building code enforcement
- Economic development
- Processes and reviews building permit applications and inspections
- Processes petitions to the Planning & Zoning Board for zoning, annexation, site plan review, variances
- Schedules building inspections and inspects ordinance violations and code enforcement complaints

Finance

- Formulation and execution of financial policies
- Oversight of financial audits
- Manages investments
- Develops a Village-wide budget
- Accounts payable/receivable
- Water & Sewer billing
- Processes payroll

Parks & Recreation

- Schedules programming and special events
- Develops and manages all Village-owned parks
- Staffs, and operates the Antioch Aqua Center
- Publishes bi-annual Park Program Guide
- Administration of preschool program Camp Crayon

Police

- Provides public safety services
- Emergency Management
- Crime prevention services
- Command Staff for Administration and Operations
- Police Records: compilation of reports, record expungement, ISP audits

Public Works

- Building Maintenance
- Street Maintenance including snow and ice removal, sweeping and patching, lighting
- Maintenance of other Village infrastructure such as water, sanitary sewer and storm sewer
- Water & Sewer services
- Waste Water Treatment Facility
- Park Maintenance
- Vehicle Maintenance

MAYOR, BOARD OF TRUSTEES AND DEPARTMENT DIRECTORS

Name	Title	Email
Scott J. Gartner	Mayor: 2021-2025	sgartner@antioch.il.gov
Brent C. Bluthardt	Trustee: 2021-2025	bbluthardt@antioch.il.gov
Petrina Burman	Trustee: 2021-2025	pburman@antioch.il.gov
Mary C. Dominiak	Trustee: 2019-2023	mdominiak@antioch.il.gov
Ed Macek	Trustee: 2019-2023	edmacek@antioch.il.gov
Mary J. Pedersen	Trustee: 2021-2023	mpedersen@antioch.il.gov
Scott A. Pierce	Trustee: 2021-2025	spierce@antioch.il.gov
James Keim	Village Administrator	jkeim@antioch.il.gov
Michael Garrigan	Director of Community & Economic Development	mgarrigan@antioch.il.gov
Geoff Guttschow	Police Chief	gguttschow@antioch.il.gov
Dennis Heimbrodt	Director of Public Works	dheimbrodt@antioch.il.gov
Mary Quilty	Director of Parks & Recreation	mquilty@antioch.il.gov
Lori Romine	Village Clerk/HR Manager	lromine@antioch.il.gov
Zaida Torres	Finance Director	ztorres@antioch.il.gov
James Vasselli	Village Attorney: Ottosen, DiNolfo, Hasenbalg and Castaldo	

COMMISSIONS/BOARDS

Planning & Zoning Board

Purpose: As an advisory board, prepare and recommend to the Village Board of Trustees a comprehensive plan of public improvements, looking to the present and future development and growth of the Village.

Cheryl Henning: Chair
Brittany Carstensen
Robert McCarty
Sherry Madigan
Steve Ryan
Jessica Sanfilippo
Andrew Turner

Park Commission

Purpose: Established so that adequate provisions may be made for the acquisition, maintenance and use of parks, playgrounds and recreation facilities in the Village.

Jim Weber: Chair
Jennifer DiBenedetto
Lorraine Flade
Christopher Hartman
Paul J. Hettich
Samantha Misch
Mark Sural

Police Pension Board

Purpose: Administer the pension fund for the police department employees.

George Broecker: President
Shelly Christian: Board Member
Jeremy Harter: Secretary/Board Member
Vacant: Police Member
Timothy Lynch: Vice President/Police Member
Zaida Torres: Treasurer

Police & Fire Commission

Purpose: In accordance with state law, establishes rules governing the conduct of examinations for original appointments, promotions, and hearings on charges brought against a full time employee of the police department.

James Kinney: Chair

Julie Nellessen

Michael Volling

STAFF DIRECTORY

ADMINISTRATION 874 MAIN STREET 847-395-1000

James Keim	Village Administrator	
Rachel Alcozer	Administrative Assistant to Village Administrator	x 1303
Ross Kaminsky	GIS Specialist	x 1312
Amy Pisciotto	IT Manager	x 1130
Jim Moran	Communication Specialist	x 1321

CLERK'S OFFICE 874 MAIN STREET 847-395-1000

Lori K. Romine	Village Clerk/HR Manager – FOIA/OMA Officer	x 1304
Cheryl Mateja	Deputy Clerk	x 1301
Kelly Morris	Cashier/Reception	x 1310

COMMUNITY & ECONOMIC DEVELOPMENT, PLANNING, ZONING & BUILDING 874 MAIN STREET 847-395-1000

Michael Garrigan	Director of Community & Economic Development	x 1311
Nancy Slazes	Permits Coordinator	x 1302
Jim Hill	Building Inspector	x 1309

FINANCE	874 MAIN STREET	847-395-1000
Zaida Torres	Director of Finance	x 1318
Keith Kroll	Senior Accountant	x 1315
Dawn Muscavitch	A/P Specialist	x 1314
Rachel Thiel	Utility Billing Clerk	x 1317
Linda Dubs	Accounting Clerk	x 1316
PARKS DEPARTMENT	806 HOLBEK DRIVE	847-395-2160
Mary Quilty	Director of Parks & Recreation	x 1404
Dawn Johnson	Program Supervisor – Aquatic/Recreation	x 1401
Maritza Bluma	Recreation & Event Specialist	x 1402
Beth DiPersio	Administrative Assistant	x 1410
POLICE DEPARTMENT	433 ORCHARD STREET	847-395-8585
Geoff Guttschow	Police Chief	x 1115
Norm Johnson	Deputy Chief	x 1133
Chuck Smith	Commander of Operations	x 1131
Nick Garcia	Commander of Administrative Services	x 1172
Gina Splitt	Records Supervisor	x 1175
Sharon Beitzel	Records Clerk	x 1117
Bridget Sica	Records Clerk	x 1116

PUBLIC WORKS	796 HOLBEK DRIVE	847-395-1881
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Dennis Heimbrodt	Director of Public Works	
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Dave Hanson	Supervisor – Water Operations	
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Sherry Hoban	Administrative Assistant	x 1425
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WASTE WATER TREATMENT FACILITY	796 HOLBEK DRIVE	847-395-2599
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Jason Treat	Supervisor – WWTP	
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Village of Antioch FOIA Officer:
Lori K. Romine, RMC/CMC
Village Clerk
874 Main Street
Antioch, IL 60002
Phone: 847-395-1000
Fax: 847-395-1920
Email: lromine@antioch.il.gov

Freedom of Information Request Form
Requestor Information

Name
Date of Request
Street address, City, ST, ZIP Code
Is this request for commercial purposes?

Email Address
Primary phone number

Type of Response Requested:

- Inspect Records
Inspect Records & Mark for Copies
Electronic (PDF)
Electronic (Other)
Paper Copies
Other (please specify)

Response Requested to be Sent Via (check one)

- Email
Pick up in person
Fax
Other (please specify)
Mail

Please describe below, the public records you are requesting. Please be as specific as possible so the public body can quickly identify and retrieve the documents which you are requesting (ex. specific addresses, time frames, etc.)

Multiple horizontal lines for describing the request.

Signature
Date

For Administrative Use Only:

CC:
Date received
Extension Reason:
Date response due
Notes: