MUNICIPAL INFORMATION DIRECTORY

City of Sparta

The city is a 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. Fire protection.
C. Sewer and water service.

The city has certain functional subdivisions which are shown on Table 1 attached hereto. The approximate amount of the operating budget of the city is $13.3 million. The city office is located at 114 W. Jackson Street Sparta, IL, and the city also has a pumping station for its water distribution system located at 8101 City Lake Road Sparta, IL. The city currently employs 90 full and part-time employees. The members of any board, commission or committee of the city are as follows:

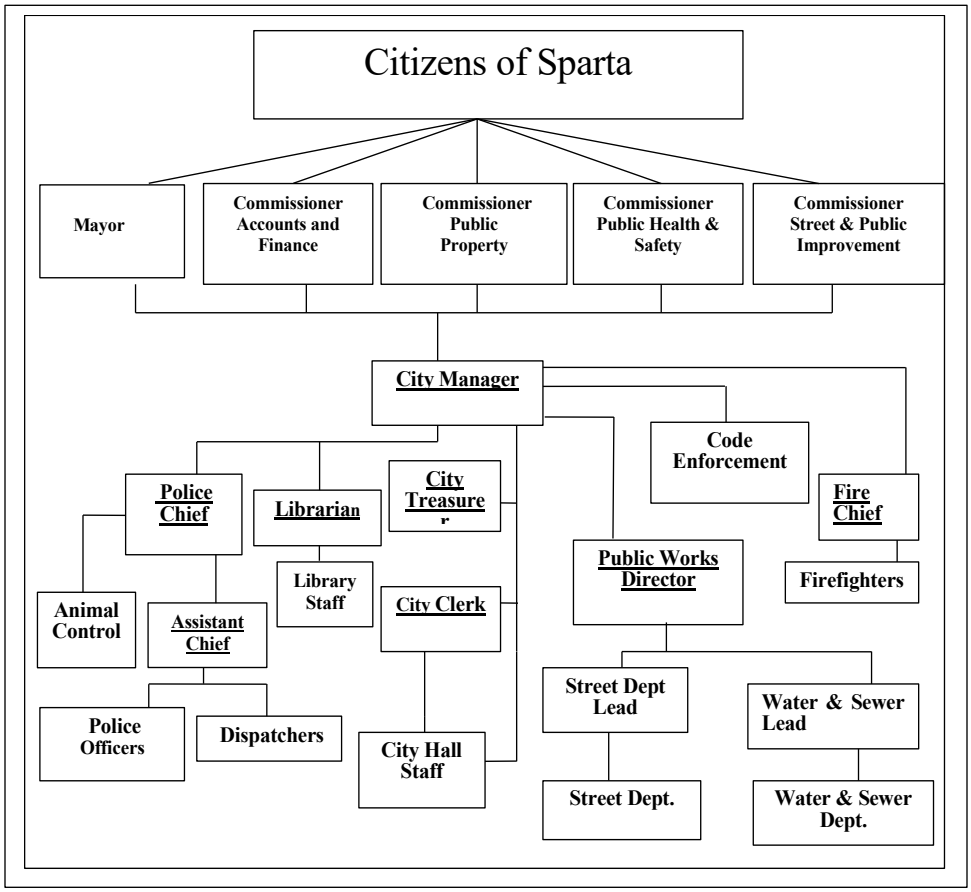
Name	Position
Schlimme, Jason	Mayor
Hanna, Gary	Commissioner
Kelley, Michael	Commissioner
Klausing, Robert	Commissioner
Young, Alan	Commissioner
Baird, Michelle	Cemetery Board Member
Bertetto, Randy	Cemetery Board Member
Klausing, Robert	Cemetery Board Member
Peters, Angela	Cemetery Board Member
Pillers Levery, Jo Ellen	Cemetery Board Member
Schlimme, Jason	Cemetery Board Member
Sinn, Kyle	Cemetery Board Member
Stork, Gary	Cemetery Board Member
Adams, Donald G.	Library Board Member
Bertetto, Randy	Library Board Member
Bourner, Anne	Library Board Member
Daniels, Kyle	Library Board Member
Kloos, Amy	Library Board Member
Polino, Sue	Library Board Member
Roberts, Wayne	Library Board Member
Schulein, Andrea	Library Board Member
Taylor, Robert	Library Board Member
Clendenin, John	Misselhorn Art Foundation Board Member
Gross, Melissa	Misselhorn Art Foundation Board Member
Henderson, Georgeann	Misselhorn Art Foundation Board Member
Polino, Sam	Misselhorn Art Foundation Board Member

Waldron, Terry	Misselhorn Art Foundation Board Member
Ward, Nathaniel	Misselhorn Art Foundation Board Member
Young, Alan	Misselhorn Art Foundation Board Member

Schlimme, Jason	Municipal Civic & Cultural Fund Board Member
Craig, Angela	Municipal Civic & Cultural Fund Board Member
Hauskins, David	Municipal Civic & Cultural Fund Board Member
Petkas, John	Municipal Civic & Cultural Fund Board Member
Woodworth, Ron	Municipal Civic & Cultural Fund Board Member

Adams, Cheryl	Zoning Board of Appeals & Plan Commission Member
Beckley, Frank	Zoning Board of Appeals & Plan Commission Member
Hayes, Michael	Zoning Board of Appeals & Plan Commission Member
McIntyre, Dennis	Zoning Board of Appeals & Plan Commission Member
Sternberg, David	Zoning Board of Appeals & Plan Commission Member

BLOCK DIAGRAM OF FUNCTIONAL SUBDIVISIONS



MUNICIPAL RECORDS DIRECTORY

Any person requesting records of the city may make such a request either in person, orally or in writing at the clerk's office located at 114 West Jackson St. Sparta, IL. Such a request should be made to Ginger Donnals, Freedom of Information Officer at such address and if she is not present in person, you should see Angie Peters, Deputy Freedom of Information Officer. Another method would be by mailing, faxing or emailing a written request to either Ginger Donnals, Freedom of Information Officer or Angie Peters, Deputy Freedom of Information Officer specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the Freedom of Information Officer at the address of the clerk's office. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The Freedom of Information Officer:

Ginger Donnals
City Hall
114 W. Jackson St. Sparta, IL 62286
Phone: 618-443-2917 Fax 618-443-4712
Email: gallard@spartaillnois.us

Any person requesting records of the Police Department may make such a request either in person, orally or in writing at the police department located at 112 West Jackson St. Sparta, IL. Such a request should be made to Jeremy Kempfer, Freedom of Information Officer at such address and if he is not present in person, you should see Angie Peters, Deputy Freedom of Information Officer. Another method would be by mailing, faxing or emailing a written request to either Jeremy Kempfer, Freedom of Information Officer or Angie Peters, Deputy Freedom of Information Officer specifying in particular the records requested to be disclosed and copied. All written requests should be addressed to the Freedom of Information Officer at the address of the clerk's office. If you desire that any records be certified, you must indicate that in your request and specify which records must be certified.

The Freedom of Information Officer:

Jeremy Kempfer
Police Department
112 W. Jackson St. Sparta, IL 62286
Phone: 618-443-4331 Fax 618-443-6845
Email: jkempfer@spartaillinois.us

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 to $0.15 per page.

Electronic records will be formatted subject to reimbursement for costs of recording medium. Color copies or copies in a size other than letter or legal shall be reimbursed to actual costs.

Costs of certifying a record will be $1.00.

Records may be furnished without charge or at a reduced charge, as determined by the city, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.

CATALOGING AND INDEXING OF PUBLIC RECORDS

BUILDINGS AND CODES

- Building Applications, Permits, Plans, Reviews
- Building/Property Code complaints & violations
- Inspection reports
- Zoning code, Maps, Applications
- Sign Code, Enforcement, Permits
- Contractors Licenses
- Property Leins
- Mow to Own Program

CLERK'S OFFICE

- Board Meeting Agenda and Minutes
- Board and Commissioner Appointments
- Contracts, Agreements and Leases
- Legal Notices
- Liquor Licenses
- Business Licenses
- Raffle Licenses
- Ordinances and Resolutions
- Bidding Specifications
- Pension Fund Records

FINANCE DEPARTMENT

- Audits
- Bookkeeping
- Budget
- Cash Receipts and Disbursements
- Copies of Purchase Orders and Checks
- Financial Statements
- Invoices
- Liens
- Tax Incentives
- TIF Districts
- Water/Sewer Billing

FIRE DEPARTMENT

- Emergency Responses
- Fire Code Violations
- Fire Inspection Reports
- Fire & Incident Reports
- Hazardous Materials Records

PERSONNEL DEPARTMENT

- Incident Reports
- Number of Employees in each dept.
- Worker's Compensation

POLICE DEPARTMENT

- Civil Defense
- Crime Reported
- Licenses
- Persons Arrested
- Police Reports
- Police & 911 Files
- Services Rendered
- Traffic Accident Reports
- Animal Control Reports

PUBLIC WORKS DEPARTMENT

- Construction Improvement Programs
- Contracts, Leases and Agreements
- Engineering plans and drawings
- Flood Maps
- IEPA permits and information
- NPDES Information
- Reports, Studies and Surveys
- Water Quality Reports