

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

1400 Baldwin Road
Inverness, Illinois 60067
(847) 358-7740

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

1415 Baldwin Road
Inverness, Illinois 60067
(847) 358-7960 Building and Engineering Departments
(847) 358-7766 Police Department

The Village currently employs seventeen full-time and five 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. Tatoes	President
Russell P. Fitton	Trustee
Chuck Fritz	Trustee
Richard C. Gallagher	Trustee
Terrence H. Kral	Trustee
Hugh Masterson	Trustee
Laurie C. White	Trustee

Village Clerk

Krissy Viox

Zoning Board of Appeals

James O'Brien	Chair
Mary Kay Aronson	Member
Julie Houp	Member
Joe Lapetina	Member
William Rodriguez	Member
Kathy Roth	Member
Jack Shedd	Member

Plan Commission

Lloyd Wolf	Chair
Greg French	Member
Tom Mabrey	Member
Scott Unter	Member
Russell Toms	Member
Timothy W. Tiedje	Member

Tree Commission

Timothy W. Tiedje	Chair
Judy Koschel	Member
Linda Novak	Member
Laura A. Hoover	Member
Charles Stewart	Arborist

Roads and Drainage Committee

Terrence H. Kral	Chair
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Finance Committee

Richard C. Gallagher	Chair
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Building and Zoning Committee

Russell P. Fitton	Chair
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Fire Committee

Chuck Fritz	Chair
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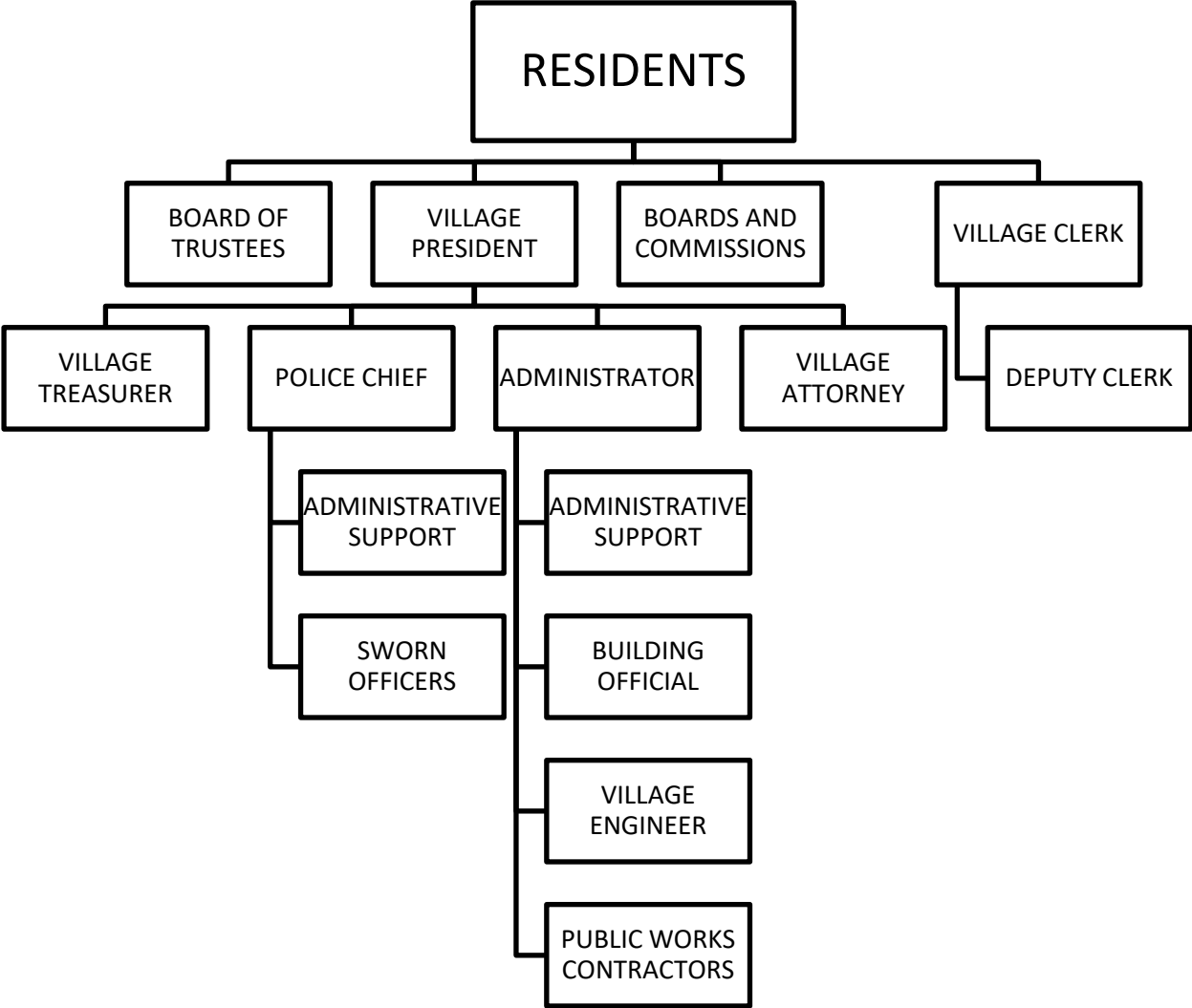
Community Development Committee

Hugh Masterson	Chair
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Contracts and Franchises Committee

Laurie C. White	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:

Sam Trakas, Village Administrator
Village of Inverness
1400 Baldwin Road
Inverness, IL 60067

or

on our website: www.inverness-il.gov

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
Certificates of Information Requests
Code Enforcement Activity
Dog Tags
Engineering Proposals
Freedom of Information Requests
General Liability Insurance Policies
Grant Files
Letters of Credit
Licenses (Business/Liquor/Scavenger)
Municipal Insurance Cooperative Agency
Newsletters
Office Equipment
Records Disposal
Solicitors
Vehicle Stickers

ASSOCIATIONS

ICMA
Illinois Municipal League

BUILDING RECORDS

Bond Receipts and Releases
Building Codes
Building Permits
County Permit Verification Reports
Electrical Codes
Elevator Inspections
Mailbox Specifications
Plumbing Codes
Septic Systems
Sign Code

CONTRACTS

Engineering Services
Snow Removal and Ice Control
Solid Waste Management
Village of Barrington

CORRESPONDENCE

Building Official
Officials Correspondence
Street Files
Village Administrator
Village Engineer
Village President

ENVIRONMENTAL ISSUES

Blackburn/Tweed Wetland Project
Coyote Research
Historic Places – National Registry
Palatine Marsh
Soil Erosion Control
Tree City
Urban Property Wetland Project
Well Monitoring

FINANCIAL

Account Statements
Annual Financial Reports
Cancelled Checks
Cash Receipts
Chart of Accounts
Comptroller Reports
Estimates of Revenue
Financial Plans
General Ledger
Good Samaritan Fund
Grant Documents
Investment Policy
Invoices
Letters of Credit
Monthly Financial Statements (Unaudited)
Property Tax Levies
Rebill Accounting
Treasurer Reports
Vendor List
Warrant Lists

FRANCHISES

AT&T
Cable Television Form 394 Filings
Cable Television Franchises
Commonwealth Edison
Nicor
Western Union

INTERGOVERNMENTAL AGREEMENTS

Barrington Water Agreement
Boundary Agreements
Cook County
Cornell Road Transfer
Illinois Department of Transportation
Intergovernmental Agreements
Inverness Park District
Metropolitan Water Reclamation District
Northwest Central Dispatch
Northwest Mosquito Abatement
Solid Waste Agency of Northern Cook County
US Post Office

LEGAL

Closed Litigation Files
Legal Notices

ORDINANCES

PERSONNEL

Health Insurance Policies
ICMARC Statements
IMRF Statements
Payroll and Employee Files
Personnel Manuals

PLANNING

Benchmark Maps
Census Information
Cook County Land Use Plan
Flood Plain/Prone Maps
Holy Family
HSM
Little City
Plan Commission Filings
Plats of Subdivision
Requests for Zoning Variations
Subdivision Files
Village Comprehensive Plan
Zoning Maps

POLICE

Accident Reports
Court Transmittals
Crimes of Opportunity Reports
Field Interview Reports
Monthly Activity Reports
Offense/Incident/Arrest Reports
Parking Tickets
Police Feasibility Studies
Schedules
Squad Inspections
Traffic Citations
Traffic Stop Data
Vacation Watch
Warning/Compliance Tickets

PROPERTY

Declarations of Covenants and Restrictions
Easements
Exempt Properties

PUBLIC SAFETY

Barrington Countryside Fire District
Civil Defense
Disaster Plan
Dry Hydrants
Emergency Gates
Federal Emergency Management Association
Fire District Study
Palatine Rural Fire Protection District
Police Agreement
Police Facility Sites
Police Feasibility Studies
Police Services Survey

PUBLIC WORKS

Drainage Programs
Forestry Program
Prevailing Wage Certified Payrolls
Road Maintenance Programs
Road Salt Contracts
Route 14/Colfax/Baldwin Road Project
ROW Construction Permits

RESOLUTIONS

VILLAGE BOARD

Agenda Packets
Election Information
Oaths of Office
Officials Lists
Regular Meeting Minutes
Released Executive Session Minutes

VILLAGE CODE

VILLAGE COMMITTEES

Architectural Review Committee
Blue Ribbon Committees (Police and Fire)
Building Committee
Committee of the Whole
Finance Committee
Franchises Committee
Investment Committee
Plan Commission
Roads and Drainage Committee
Tree Commission
Zoning Board of Appeals

VILLAGE HALL

Logo Registration
Silo Renovation
Stationary Equipment
Village Annex

RECORDS THAT WILL BE RELEASED IMMEDIATELY UPON REQUEST

Agendas
Annual Schedule of Village Board, Plan Commission and Zoning Board of Appeals
Building Permit Key Records
Individual Accident Reports
Individual Compliance Citations
Individual Offense/Incident Reports
Individual Warrant Lists
Meeting Minutes
Open Building Permit Applications
Ordinances
Pending Zoning Variation Application
Planned Unit Development Ordinances
Released Executive Session Minutes
Resolutions
Specific Sections of the Village Code

NOTE: The following records can be obtained directly from the Village's Website at www.inverness-il.gov:

Current Year Financial Plan
Newsletters
Plan Commission Schedule
Prior Year Annual Financial Report
Village Board Minutes
Village Board Schedule and Agendas
Village Code
Zoning Board of Appeals Schedule