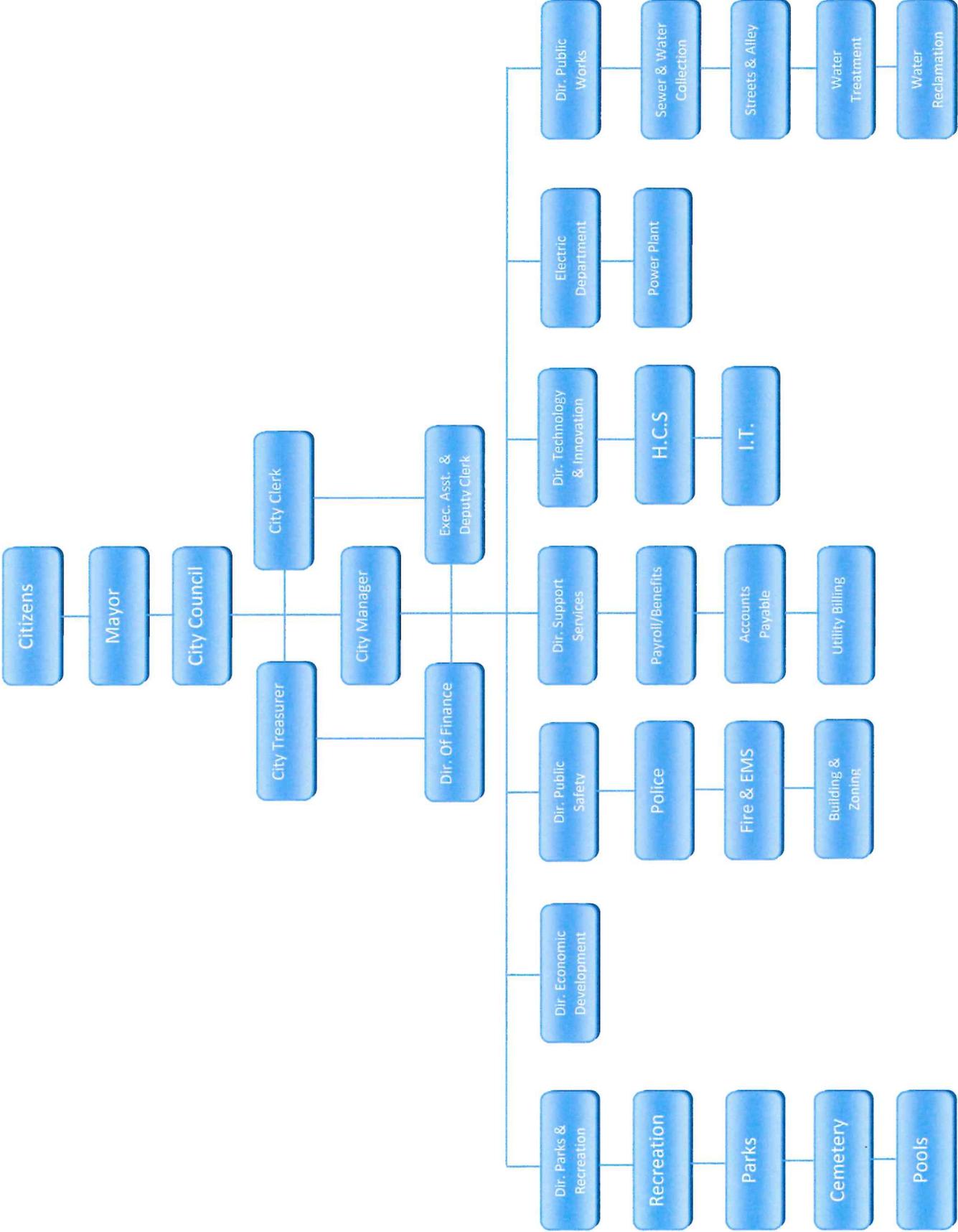


CITY OF HIGHLAND



FOIA COMPLIANCE DOCUMENT



Citizens

Mayor

City Council

City Treasurer

City Clerk

City Manager

Dir. Of Finance

Exec. Asst. & Deputy Clerk

Dir. Parks & Recreation

Dir. Economic Development

Dir. Public Safety

Dir. Support Services

Dir. Technology & Innovation

Electric Department

Dir. Public Works

Recreation

Police

Payroll/Benefits

H.C.S

Power Plant

Sewer & Water Collection

Parks

Fire & EMS

Accounts Payable

I.T.

Streets & Alley

Water Treatment

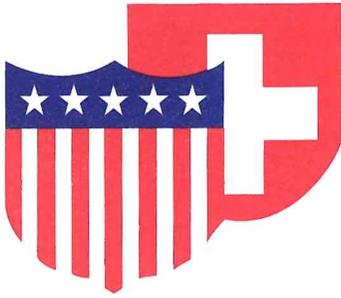
Cemeteries

Building & Zoning

Utility Billing

Water Reclamation

Pools



City of Highland

Mission Statement

As public servants: Our mission is to serve the community for the good of the community.

Vision Statement

Our vision is to create the 'area's best community' whereby a safe, small town atmosphere is preserved and quality of life is sustained by a financially sound and efficient government for all the people.

About the Government

Highland's Municipal government is in the Council-Manager form. The Council-Manager form is the system of local government that combines the strong political leadership of elected officials in the form of the council, with the strong managerial experience of an appointed City Manager. Residents are welcome to attend and encouraged to take an active role in community affairs. City Council meetings are held on the first and third Mondays of each month; special meetings are scheduled as needed.

City of Highland Offices

City Hall – 1115 Broadway
Public Works – 1113 Broadway
EMS Services – Station 1 – 1122 Broadway
Police Department – 12990 Troxler Ave.
Fire Department – 12990 Troxler Ave.
Building and Zoning – 12990 Troxler Ave.
Light and Power – 2610 Plaza Dr.
Highland Communication Services – 192 Woodcrest Dr.
Korte Recreation Center – 1 Nagel Dr.
Weinheimer Community Center – 1100 Main St.

Operating Budget

Fiscal Year 2025-26 – \$58,407,280

Employees

Full Time Employees – 110
Part Time Employees - 261

City of Highland Boards & Commissions

Mayor: Kevin Hemann

City Manager: Chris Conrad

City Council: Peggy Bellm, Garry Klaus, William Napper, Sarah Sloan

Cemetery Board of Managers: Robert Luitjohan, Ben Eberwein, Susan Martz

Combined Planning Zoning Board: Deanna Harlan, Bill Koehnemann, Brad Korte, Shirley Lodes, Larry Munie, Robert Vance, Anthony Walker

Foreign Fire Insurance Board: Garrett Berolatti, Logan Von Hatten, Kyle LaTempt, Kayla Pace, Ben Straub, Chris Straub, Josh Suever

Historical Commission: Joseph Garson, Sara Knobloch, Jeffrey Menz, Jacob Rose,
Vacancy

Industrial Development Commission: Ben Eberwein, Diane Korte-Lindsey, Jim Meridith, Marshall Rinderer, Marcus Alvarado

Library Board of Trustees: Nancy Genteman, Dean Korte, Susan Martz, Justin McLaughlin, Jeffrey Hebrank, Sharon Rinderer, Joshua Short, Shawn Voegele, William Wagner

Liquor Control Commission: Steven Aebischer, Jeffrey Hebrank, Kevin Hemann, Michael Lawson, William Sloan

Parks and Recreation Advisory Commission: John Coziar, Joseph Garson, Marvin Asher, Mark Olson, Jill Lawson, Erin Mignin, Steve Pfettscher

Police and Fire Commission: Tyson Imming, George Jones, Jay Korte

Police Pension Board: Megan Grotefendt, Chris Flake, Bradley Scott, Kent Thole, Darren Tywford

Silver Lake Commission: Randy Ammann, William Blechenger, David Frey, Craig Korte, Russ Perfetti, Colby Schrupf, Gary Pugh, Donald Rommerskirchen, Brad Koehnemann, Ronald Wagner

Tree Commission: Larry Brammer, Kathryn Comish, Thomas Friedrich, Jill Lawson, Linda Montayne, Mindy Stoff, **Vacancy**

Freedom of Information Requests

It is the policy of the City of Highland to process all Freedom of Information Act (FOIA) requests in accordance with state law. All requests for records must be submitted to the City in writing (verbal requests for records are not acceptable).

There are several methods by which one can request records:

- Submit an electronic request via our website at www.highlandil.gov
- Submit a written paper copy of the request (For your convenience, you may use the City request form).
- Submit via USPS (regular mail) to City of Highland FOIA Officer, 1115 Broadway, PO Box 218, Highland, IL 62249
- Fax the request to (618) 654-4768
- Email any of the FOIA Officers which are found on the City website.

The City will respond to each written request within five (5) business days. If requests require research or are unusually large, the City may request additional time in accordance with the Act. By submitting the FOIA request, you are agreeing to pay to the City the copying and certification fees beyond the fifty (50) black-and-white pages, which are free of charge. After the first fifty pages, the fee is \$0.15¢ per page. Additional charges may be imposed for large format, certain electronic media or color copies, if available.

For those without computer access: the City of Highland will provide paper copies of the request and/or schedule an appointment for the requester to inspect the records (fees for paper copies may apply as outlined above).

FOIA Officers – City Hall - 1115 Broadway

Chris Flake, Executive Assistant – Deputy City Clerk
Jackie Heimbürger, Director of Support Services
Megan Von Hatten, Accounting Clerk

FOIA Officer – Police Department – 12990 Troxler Ave.

Carole Widman, Chief of Police
Karen Leadbetter, Civilian Police Aid
Ainara Farina, Civilian Police Aid

All notices and other communications relating to a request for public records, and all requests for any other information relating to the City's implementation of the Illinois Freedom of Information Act, should be directed to the Primary FOIA Officer at cflake@highlandil.gov or (618) 654-9891 Ext. 3.

List of Documents/Categories of Records – City Hall – 1115 Broadway, Highland IL

Administration/City Clerk:

- Agendas for Boards and Commissions Meetings
- Agendas for City Council Meetings
- Application for Appointment to City of Highland Boards and Commissions
- Application for City of Highland Utilities
- Application for Employment
- Auto-Pay Application Form
- City Cemetery Records
- FOIA Request Form – Not Required
- Minutes – Excluding Executive Session
- Ordinances and Resolutions in Pamphlet Form

Community & Economic Development:

- Annual TIF Reports
- Façade Improvement Program Application
- Future Land Use Map
- TIF Application
- Zoning Map

Finance Department:

- Annual Compensation and Benefits Report
- Annual Treasurer's Report
- Annual Financial Report and Financial Statements
- Auditor Communication to City Council
- City Council Packets for Approval of Bills
- Tax Levy
- Utility Rates and Information
- Yearly Budget Summaries

List of Documents/Categories of Records – Public Safety Building – 12990 Troxler Avenue, Highland IL

Building & Zoning:

- **Building Forms and Applications Made Available Online:**
 - Application for Residential New Single and Multi-Family Building Permit
 - Commercial Building Application
 - Demolition Permit Application (Residential, Commercial or Accessory Structure)
 - Electrical Permit Application (Residential or Commercial)
 - Gazebo, Deck and Carport Application (Residential or Commercial)
 - Plumbing Permit Application (Residential or Commercial)
 - Residential New Garages, Permanent Accessory Structures over 200 sq. ft., Additions, Remodels, Alterations and Repair Applications
 - Retaining Wall Application
 - Right-of-Way Access Permit Application
 - Roofing Permit Application (Residential or Commercial)
 - Solar Energy System Application (Residential or Commercial)
 - Swimming Pool, Spa and Hot Tub Application (Residential or Commercial)
 - Utilities Connection Application
- **Zoning Forms and Applications Made Available Online:**
 - Appeal of Administrative Decision
 - Corner or Through Lot Fence Application
 - Final Plat Application
 - Home Occupation Questionnaire
 - Planned Unit Development (PUD) Application
 - Preliminary Plat application
 - Rezoning Application
 - Sign Permit Application
 - Signs within ROW Request Form
 - Site Plan Review Application
 - Special Use Permit (SUP) Application
 - Variance Application
 - Zoning Compliance Application
 - Zoning Verification Letter Application
- **Rental Program Forms and Applications Made Available Online:**
 - Landlord Registration Application
 - Landlord Rental Inspection Authorization
 - Property Maintenance Inspection Authorization
 - Residential Rental Inspection Checklist
 - Residential Rental Unit Health and Safety Inspection waiver
 - Residential Rental Unit Inspection Request
 - Smoke and CO Detector Location Sheet
 - Tenant Rental Inspection Authorization
 - Tenant Requested Inspection Authorization
- **Miscellaneous Forms:**
 - 2023 Smoke Alarm Law Flyer
 - 2024 State EV Charger Law
 - Basement Example Sketch

- Complaint Form
- Electric Service Map
- Fireworks Display application
- Food Truck Application
- Knox Box Flyer
- Lien Application
- Lien Notification Letter
- Lien Release Form
- Non-Compliance of the 2012 International Codes Form
- Notice of Violation: Ordinance 2825 7 Day Notice to Abate
- Official Zoning Map
- Ordinance Violation 25-2-2 Grass and Weeds Over 8" High Form
- Public Fireworks Display Permit Application
- Refund Incentive Payment Application
- Reimbursement Incentive Application
- Roofing Ice & water Letter
- ROW Permit Cost Estimator Spreadsheet
- Setback Requirements
- Sign Notice
- Stop Work Notice
- Swimming Pool Letter
- Water Main Map

List of Documents/Categories of Records – Public Safety Building – 12990 Troxler Avenue, Highland IL

Fire Department:

- International Fire Code – 2012 Edition
- Reflective Sign Order Form

Police Department:

- Annual Boat Registration Form
- City Pet Tag Form
- Daily Boat Registration Form
- FOIA Request Form – Not Required
- Special Event Application
- Vacation Home Check Information Sheet
- Weekend Boat Registration Form

Human Services:

- **Highland Area Christian Service**
 - Apply for Medical Services
 - Apply for State Social Services
 - Counseling Referrals
 - Christmas Adopt a Family
 - Food Pantry
 - LIHEAP – Low Income Home Energy Assistance Program
 - LPD – License Plate Discount – Illinois Department of Aging
 - School Supplies
- **Holly's House of Hope**
 - Clothing

List of Documents/Categories of Records – Parks and Recreation– 1 Nagel Drive, Highland IL

Parks and Recreation:

- Boat Fees and Annual Boat Registration Form
- City of Highland Pavilion Reservation Request
- Highland Area Senior Center Facility Rental Form
- Highland Area Senior Center – Renewal Membership Application
- Highland Community Pool After Hour Rental Form
- Highland Community Pool Season Pass Form
- Highland Parks and Recreation Program Registration Form
- Kayak Kiosk Rental
- Korte Recreation Center Membership Form
- Korte Recreation Center Contract – Monthly Debit Membership Payment Form
- Korte Recreation Center Party Reservation Form
- Korte Recreation Center Rental Form

List of Documents/Categories of Records – Public Works– 1113 Broadway, Highland IL

Public Works:

- Annual Oil and Chip Schedule
- Boil Order Information
- Lead Exceedance Information
- Lead Information Notice
- Mosquito Abatement Guide
- Roundabout Information
- Sewer Back Up Guide
- Snowplowing Guide
- Tree Information
- Water Main Break Guide
- Water Quality Reports