

LaSalle County



Compliance Report



Freedom of Information Act

LaSalle County Compliance

Overview

The 1984 Freedom of Information Act declares it to be the public policy that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public offices and public employees.

The principle mandate of the Act provides that each public body shall make available to any person for inspection, or upon submission of a written request, to provide copies of any requested records that are subject to disclosure under the Act. Not all records are subject to disclosure, and the Act provides a number of exemptions.

This Act is not intended to be used to violate individual privacy, nor for the purpose of furthering a commercial enterprise, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information (5 ILCS 140/1)

Illinois Statute 5 ILCS 140/4 requires each public body to post specific information regarding the public body as part of the Freedom of Information Act (FOIA).

Questions regarding a specific department or office should be directed to that department or office. Questions regarding the compilation of the directory should be directed to the County Board Admin Office at (815) 434-8242.

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Office of Animal Control

Function To uphold and enforce, as required by State Statute, the Illinois Animal Control Act, Humane Care for Animals Act, Animal Welfare Act, and any County or Municipal ordinance pertaining to animals

Location: 119 W. Madison Street Ottawa, IL 61350-1047 1st Floor Room 100

Phone: 815-434-8661

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget \$195,940 Revenue Fund 037 (on file in the County Budget Book)
\$189,691 Expense Fund 037
\$ 35,015 Revenue Fund 055
\$ 35,000 Revenue Fund 055

Employees	Dr. Brodd	Administrator
	Gary Wind	Animal Control Warden
	Sharon Christy	Clerk Typist II

Designated Person To Receive Requests

Gary Wind
Sharon Christy

FOIA Officer(s)	Gary Wind	animalcontrol@lasallecounty.org
	Sharon Christy	animalcontrol@lasallecounty.org

Access to Records Request form is available

Records on File: Records of Animal Bite Report

Function

Supervisor of Assessments is a statutory position that:

- Provides Statistical Assessment Data, Abstracts and Reports to the Department of Revenue, Assessors, and Board of Review
- Provides Instruction on the Assessment Process to Township Assessors
- Is Chairman of the County Farmland Assessment Committee Functions as Clerk of the Board of Review
- Maintains a Copy of the Property Record Cards for All Properties Processes Real Estate Transfer Declarations for Forwarding to the State
- Maintains Records for the following exemption: Homestead Exemptions (Owner Occupied), Senior Homestead Exemptions, Senior Tax Freeze Exemptions, Homestead Improvement Exemptions, Disabled Persons Exemptions, Disabled Veterans Exemptions, Returning Veterans Exemptions, and Exempt Properties (Schools, Churches, Non-Profits)
- Administers special assessment types: Historic Residence, Developers, Model Home, Low Income Housing, Open Space, Conservation Stewardship, Woodland, Leasehold Assessments, Veterans/Fraternal Organizations, Forestry Management, Filter Strip, etc.
- Equalizes Assessments Between Townships
- Responsible for Publishing Assessment Change Lists and Mailing Assessment Notices
- Maintains the Parcel Identification Numbering System and an accurate County Cadastral Map System which interfaces with the county Geographic Information System
- Provides Timely Certification of the Assessment Rolls to the County Clerk and Treasurer
- Monitors and Implements New Laws Passed by the Legislature
- Administers the Disaster Assessment Teams Requested by EMA

The Board of Review consists of three members appointed by the Chairman of the County Board with the consent of the County Board. It is the function of the Board of Review to review all written complaints filed by taxpayers or taxing bodies and render a decision. Notice shall be given and decisions shall be published. They shall also assess any omitted property, have final determination of individual exemptions, shall recommend exemption or denial to the Department of Revenue for certain properties, shall participate in issuance of certificates of error, shall apply equalization factors if necessary and shall certify assessment books.

Location: 707 E. Etna Road Ottawa, IL 61350 Floor: 2

Phone: 815-434-8233

Office Hours 8:00 am to 4:30 pm, Monday - Friday

Total Operating Budget \$78,880

Employees Chief County Assessment Office

Designated Person To Receive Requests

Deputy Assessor Abbie Krafft assessor@lasallecounty.org

FOIA Officer(s) Stephanie Kennedy Abbie Krafft

Access to Records Request form is available

Records on File: The Supervisor of Assessments/Board of Review maintains the following types and categories of records. Please note that this list may include records that are partially or wholly exempt from disclosure under FOIA (5 ILCS 140-7, et seq): This may also include records that by statute require copies to be provided by other offices.

Abstracts of Assessments
Administrative Correspondence
Aerial Maps
Annual Assessor Meeting Agenda and Instructions
Applications for Authority to Dispose of Public Records
Applications for Disaster Area Reassessments
Assessor Change Listings
Assessment Change Notices
Assessment Records In Visual PAMS Pro Database
Board of Review Complaint Dockets
Board of Review Complaint Forms and Files
Board of Review Minutes and Agendas
Budget
Building Permits (Copies)
Cash Receipts
Certificates of Error
Certificates of Publication
Commercial/Industrial Assessment Work Files
Conservation Stewardship Applications
Contracts, Leases, and Agreements
Deeds & Plats(Working Copies)
Department of Revenue Farmland Assessment Certifications
LaSalle County Farm Land Committee Meeting Files and Presentations
Department of Revenue Memoranda
Department of Revenue Sales Studies
Equalization Reports
Exemption Applications
 Department of Revenue Exemptions and Certificates of Exempt Status
 Homestead Exemption for Persons with Disabilities Files
 Veterans with Disabilities (Adaptive Housing) Files
 Standard Homestead Exemption for Veterans with Disabilities
 Homestead Improvement Exemption Files
 Returning Veterans' Homestead Exemption Files
 Senior Citizens Assessment Freeze Homestead Exemption Files
 Senior Homestead Exemption Files
Farm Soil Productivity Records
Forestry Management Applications
Historical Map and Assessment Files (Limited)
Listing of Properties with Assessments of 1,000,000 or more
Low Income Housing Assessment Files
Historic Residence Assessment Freeze File
Mapping Divisions
Model Home Exemption Application Files
Open Space Application Files
Parcel Genealogy File
Personnel Files
Property Record Cards
Property Tax Appeal Board Cases and Decisions
Real Estate Transfer Declarations (Copies)
Reclassification Reports
Split and Combination Files
Veterans/Fraternal Organization Freeze Applications
Woodland Applications
Written Requests for Name/Address Changes

Office of Central Services

Function	Microfilm: Prep /Scan/Film (6 Units) / Process & Duplicate (Dark Room) / Check / Index Postage: Pick up & Mail (4Digital Units) Copiers: (21 Digital Units) Printing & Copying (3 Digital Units) For all County Offices and Departments Printer Supplies Annual Prices – Custom / Stock Quotes – Numerous other duties...	
Location:	707 E. Etna Road Ottawa, IL 61350-1047	1 st Floor Room: 159
Phone:	815-434-8213 (Director) 815-434-8214 (Printer) 815-434-8325 (Microfilm/Scanning)	
Office Hours	8:00 am to 4:30 pm Monday thru Friday	
Total Operating Budget	\$555,541.00 General Fund 01-47 (on file in the 2017 County Budget Book)	
Employees	Cheryl Vatland	Director
	Susan Thompson	Printer
	Diane Launius	Document Retention Technician
	Kim Waite	Document Retention Technician
	Tracy Obos	Document Retention Technician
Designated Person To Receive Requests	Cheryl Vatland	Director
FOIA Officer(s)	Cheryl Vatland	
Access to Records	Request form is available	
Records on File:	12-7-2012 Midwest Mailing & Shipping Systems, Inc. – Mail Machine Leases 3-6-2017 Walz Label & Mailing Systems – New and Old Mail Machine Leases	

Office of Circuit Clerk

Function All court records for Rock Island County

Location: 707 E. Etna Road Ottawa, IL 61350 & 119 W. Madison Street

Phone: 815-434-8261 or 815-434-8271

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget *As per 5 ILCS 120/5 the Freedom of Information Act does not pertain to the Judicial Branch

Employees Greg Vaccaro Director

Designated Person To Receive Requests

Exempt from Act

FOIA Officer(s)

Exempt from Act

Access to Records Request form is available

Records on File: *As per 5 ILCS 120/5 the Freedom of Information Act does not pertain to the Judicial Branch

See www.lasallecounty.com

Office of the Auditor

Function

The County Auditor examines all bills, reimbursements, and requests for payment made by the various county departments. These requests for payment are audited for accuracy and legitimacy, making sure there is a hands-on review of all monies spent. Annually the County Auditor audits more than 40,000 bills for goods and services, totaling in excess of \$75million dollars.

Monitor

The County Auditor maintains a complete record of all contracts and agreements entered into, and expenditures made, by all LaSalle County Departments.

Conserving Your Tax Dollars

The County Auditor identifies wasteful spending practices and weak internal control procedures and recommends corrective action. These internal controls are in place to make sure that fraud and theft never occur in LaSalle County.

Improving Government Operations

The County Auditor performs independent internal audits of county departments to identify ways of providing LaSalle County taxpayers with better services and improved controls at less cost.

Assuring Accountability for Assets

The County Auditor tracks assets with a value of over \$15,000 and all computer and IT related items no matter the cost. These lists are audited and updated annually for better control of county owned property. LaSalle County owns in excess of \$90million dollars in fixed assets. These figures are used to determine replacement costs should the county experience a catastrophic loss.

Reporting on LaSalle County Finances

The County Auditor issues a year to date report on LaSalle County finances each quarter and a [Comprehensive Annual Financial Report](#) at the end of each fiscal year.

Location:

707 E. Etna Road Ottawa, IL 61350

Phone:

(815) 434-8222

Office Hours

8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget

\$160,279 County Fund # 001-003

Employees

Jody L. Wilkinson

Auditor

Tori Artman

Chief Deputy Auditor

Pam Wright

Deputy Auditor

Designated Person To Receive Requests

Jody L. Wilkinson

auditor@lasallecounty.org

FOIA Officer(s)

Jody L, Wilkinson

Access to Records

Request form is available

Records on File:

See State Statute

Office of the Coroner

Function The Coroner's Office is a law enforcement investigative office mandated by the Statutes of the State of Illinois to investigate deaths within its jurisdiction. Also by Statute, the Coroner is a law enforcement official and has those additional responsibilities as outlined by the Statutes. When a Deputy Coroner acts on behalf of the Coroner, he or she acts with the same authority and has the same responsibilities as the Coroner (*further information at www.lasallecounty.org*)

Location: 707 E. Etna Road, Room 144, Ottawa, IL 61350

Phone: (815) 434-8268 Fax: (815) 434-8306

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget \$469,400.00 County Fund # 001-020

Employees	William Wujek,	Coroner
	Richard Ploch,	Chief Deputy Coroner
	Cindy Gunderson,	Administrative Deputy Coroner
	Part-time Deputy Coroners	(7)

Designated Person To Receive Requests

Richard Ploch	rploch@lasallecounty.org
Cindy Gunderson	coroner@lasallecounty.org

FOIA Officer(s)

Richard Ploch	
Cindy Gunderson	

Access to Records Request form is available

Records on File: See State Statute

Office of the County Buildings (Maintenance)

Function	County Buildings	
	Maintenance & Operation of county buildings:	
	Downtown Courthouse	119 W. Madison, Ottawa IL
	Nursing Home	1380 N. 27th Rd, Ottawa IL
	<u>Enta Road Complexes</u>	
	Criminal Justice Center (Courts/Sheriff)	
	Detention Home	
	Emergency Management	
	Health Department	
	Governmental Complex	
	Jail	
Location:	Main Office: 707 E. Etna Road Ottawa, IL 61350	
Phone:	(815) 434-8342 or (815) 434-8278	
Office Hours	8:00 am to 4:30 pm Monday thru Friday (<i>hours vary by employees</i>)	
Total Operating Budget	\$2,428,093.00	
Employees	Bob Kaminski	Director
	Tony Battaglia	Superintendent
	Enta Road –	4 employees
	119 W. Madison	2 employees
	Nursing Home	3 employees
Designated Person To Receive Requests	Board Office- Sandy Panzica	boardoffc-admin@lasallecounty.org
FOIA Officer(s)	Board Office- Sandy Panzica	boardoffc-admin@lasallecounty.org
Access to Records	Request form is available	
Records on File:		

Office of the County Board

Function **The County Board is the governing body of the County of LaSalle, Illinois**

Government Complex 707 E. Etna Road Ottawa, IL 61350

Location: Floor: 2nd floor rooms 250 – Full Board, room 242 meeting room

Phone: Main County Phone: 815-434-8200 Board Office: 815-434-8242

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget \$302,084 General Fund 01-04 (Budget available on website)

Employees Jerry L. Hicks, *Elected Board Chairman -*

Staff

Sandra Panzica, *Admin. Assistant*

Amanda Myers, *Admin. Clerk*

Board Members Chair of Committees 2017

Jill Bernal, *Vice Chair*

Larry Butkus, *IT/Central Service Chair*

Joe Savitch, *Salary & Labor Chair*

Doug Trager, *Finance Chair*

Randy Freeman, *Auditor/Recordr/St.Atty/PublDefndr*

Marius Derango, *Insurance Trust Chair*

Joe Oscepinski, *CircuitClk,Judicairy,DetentHome*

Gary Small, *Nursing Home Chairman*

Lou Carretto, *CoClerk,Treasurer,Assessment*

Chuck Borchsenius, *Public Safety I*

Jerry L. Hicks, *CommOnAppt/Leg&Rule & License*

Joanne McNally, *Public Safety II*

Steve Tuftie, *County Property*

Cathy Owens, *REO-SchoolSercv-HealthDept*

Allen Erbrederis, *DEV-EnvSercv/TIF Chair*

Jill Bernal, *Tourism Chair*

David Zielke, *Highway Chair*

Doug Trager, *Oversight-Landfill Chair*

Brian Dose, *Health Insurance Chair*

Jerry L. Hicks, *HiringSubCommittee Chair*

Board Member

Russell Boe

Walter Roach Jr.

Tina Busch

Norman Sedlock

Curt Faber

Thomas Thrush

Tim Geary

Tom Walsh

Mike Kasap

Elmer Walter

Robert Lee

E. Mike Weiss

Jerry Myers

Designated To

Receive Requests Chairman or Board Office Staff

FOIA Officer(s)

Jerry Hicks

boardoffc-admin@lasallecounty.org

Sandy Panzica

boardoffc-admin@lasallecounty.org

On Records on Website or File:

Board Member Listing, Committee Assignments

Bids (except for Health & Highway)

Annual Report, Budget Books

Committee Minutes

Committee Agendas, Calendars

LaSalle County Emergency Management Agency

Function Emergency Management (Public Safety)

Location: 711 E. Etna Road Ottawa, IL 61350 Floor: N/A

Phone: 815-433-5622

Office Hours 7:00 am to 3:30 pm Monday thru Friday

Total Operating Budget

Employees & Dept Phone # 815-433-5622

Connie Brooks, Director lasallecoema@lasallecounty.org

Fred Moore, Deputy 815-433-5622

Director lasallecoema@lasallecounty.org

Designated Person To Connie Brooks lasallecoema@lasallecounty.org

Receive Requests Fred Moore lasallecoema@lasallecounty.org

FOIA Officer(s) Connie Brooks lasallecoema@lasallecounty.org

Fred Moore lasallecoema@lasallecounty.org

Access to Records Request form, if needed is available

Records on File: Annual Tier II Reports
Hazardous Materials Spill Reports

Office of the Environmental Services and Land Use

Function Planning, Building, Zoning, Flood Plain, IEPA Solid Waste Inspections

Location: 119 West Madison St. Room 107

Phone: 815-434-8666

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget 1,227,988

Employees & Dept Phone # Brian Gift Tracy Jonassen
Christy Fisher Alex Harsted

**Designated Person
To Receive Requests**

Receive Requests Brian Gift

FOIA Officer(s) Brian Gift

Access to Records Request form is available

Records on File: maintains public records relating to Building Permit Applications, Building Permits, Sign Permits, Special Event Permits, Zoning Board of Appeals Hearing Applications, Agendas for ZBA Hearings, Minutes from ZBA Meetings, Public Notifications, General Correspondence, Findings of Fact, Text Amendments, Soil and Water Reports for ZBA Hearings, Monthly Permit Summaries, Monthly Revenue Summaries, Elevation Certificates/Floodplain, Flood Plain Permits, Zoning Maps, Case filed regarding Zoning Violations, Enforcement Files, Subdivision Information, Endangered Species Reports, Biennial Reports to FEMA, and Comprehensive Zoning Plans

Office of the Health Department

Function	All aspects of public health for the County	
Location:	717 E. Etna Road Ottawa, Il 61350	
Phone:	815-433-3366	
Office Hours	8:00 am to 4:30 pm Monday thru Friday	
Total Operating Budget	3,578,245	
Employees & Dept Phone #	Julie Kerestes 35 Full-time employees	Administrator
Designated Person To Receive Requests	hdfoia@lasalle county.org	
	Julie Kerestes Jenny Barrie Leslie Dougherty Chris Pozzi	Lora Alexander Cathy Larson
FOIA Officer(s)	Lora Alexander	
Access to Records	Request form is available	
Records on File:	All records pertaining to programs conducted by the Health Department.	
	<u>Departments Include:</u> Environment Health Health Education Personal Health	

Office of Highway and Bridge/Townships

Function Construct and maintain roads and bridges on the county highway system.

Location: 1400 N. 27th Road, PO Box 128, Ottawa, IL 61350

Phone: 815-434-0743

Office Hours 7:00 am to 3:30 pm Monday thru Friday

Total Operating Budget	County Highway \$3,396,100	County Bridge	\$2,658,880
	County MFT \$3,060,000	Special Tax Match	\$1,960,000

Employees & Dept Phone # Lawrence J. Kinzer County Engineer

815-434-0743 County Highway currently employs 34 persons

Designated Person To Receive Requests
County Engineer

FOIA Officer(s) Sharon Wiley
Victor J. Washelesky

Access to Records Request form is available

Records on File: Payroll sheets, claims, plans, correspondence, right-of-way information and inventory for the county system of highways and bridges.
Plans, correspondence and inventory for roads and bridges constructed using Township Motor Fuel Tax and Township Bridge Program Funds for township road districts in LaSalle County.

Office of the Human Resources

Function	Human Resources	
Location:	707 E. Etna Road Ottawa, IL 61350	Floor: 2
Phone:	815-434-8244	
Office Hours	8:00 am to 4:30 pm Monday thru Friday	
Total Operating Budget		
Employees & Dept Phone #	Melissa Pilch	815-434-8244
	Marje Fanning	815-434-8243
	Julie Ziel	815-434-8331
Designated Person To Receive Requests	Melissa Pilch	HR Director
	Marje Fanning	Payroll Supervisor
FOIA Officer(s)	Melissa Pilch	HR Director
Access to Records	Request form available	

Records on File:

Office of the Information Technology

Function	To provide computer and information management services for LaSalle County Department	
Location:	707 E. Etna Road Ottawa, IL 61350	Floor: 2
Phone:	815-434-8244	
Office Hours	8:00 am to 4:30 pm Monday thru Friday	
Total Operating Budget	\$372,507 Fund 001-005	
Employees	John Haag	Director
	Robert Latty	Asst Director/Webmaster
	Cheryl Illman	Networker
	Josh Hayward	Networker
Department Phone #	(815) 434-8223	
	(815) 434-8223	
Designated Person To Receive Requests	John Haag	
	Cheryl Illman	
FOIA Officer(s)	John Haag	
Access to Records	Request form available	

Records on File:

Office of the Jail

Function LaSalle County IL Jail is a County Jail is classed as a medium security facility. It has the capacity of 306 beds. LaSalle County IL Jail is a County Jail used by the jurisdictions of LaSalle to confine inmates for short periods while awaiting trial or processing. As inmates are staying for only a short period, it has fewer amenities than a prison. Inmates do, however, have access to bathroom facilities and are provided with meals during their stay. LaSalle County IL Jail may also have a common area in which inmates can socialize. If you need information on bonds, visitation, inmate calling, mail, inmate accounts, commissary or anything else.

Location: 707 Etna Road Ottawa, IL 61350

Phone: 815-434-8383

Office Hours Check Jail Hours

Total Operating Budget

Employees Jason Edgcomb Superintendent

Department Phone # (815) 434-8383

Designated Person To Receive Requests

Jason Edgcom

Superintendent

Kristi Koetz

Administrative Assisant

FOIA Officer(s) Kristi Koetz

Access to Records Request form available

Records on File:

Office of the Liquor-Amusements, Raffle-Poker Runs

Function **Handle the Liquor License, One Day (or more) Liquor License, Amusements License , Video Gaming License, Raffle Permits and Poker Runs only for the Unincorporated areas of the County of LaSalle**

Location: Government Complex 707 E. Etna Road Ottawa, IL 61350
 Floor: 2nd floor room 245

Phone: (815) 434-8242 Liquor/Amusements/Video Gaming/One Day (+) Liquor License
 (815) 434-8224 Raffle and Poke Run Permits (unincorporated area ONLY)

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget \$13,001 General Fund 001-035 Expense (Budget available on website)

Employees Sandra Panzica Liquor/Amusements/Video Gaming/One Day Liquor
 Amanda Myers Raffle Permits – Poker Runs

License Committee Commissioners (Board Member)

Jerry L. Hicks, Chariman

Steve Tuftie

Joe Savitch

Joanne McNally

Randy Freeman

Jerry Myers

Russell Boe

Receive Requests

Chairman or Board Office Staff

FOIA Officer(s) Jerry Hicks boardoffc-admin@lasallecounty.org
 Sandy Panzica boardoffc-admin@lasallecounty.org

Records on File:

Liquor License, Beer Garden Permits

Raffle Permits

Amusement License, Video Gaming License

Poker Run Permits

One Day (or more) Liquor License

Office of the Mental Health (708)

Function The mission of the LaSalle County (708) Mental Health Board is to plan, allocate funds for, coordinate and evaluate a comprehensive system of community mental health, developmental disabilities and substance abuse treatment and prevention services for the citizens of LaSalle County

Location: Government Complex 707 E. Etna Road Ottawa, IL 61350

Phone: (815) 434-8708

Office Hours Variable

Total Operating Budget \$2,456,504.00 Fund 010-000 Revenue
 \$2,348,237.00 Fund 010-000 Expense (Budget available on website)

Employees Nancy Meyers Director

Receive Requests Nancy Meyers

FOIA Officer(s) _____

Records on File:

Department of the Nursing Home

Function

The Home, with 91 beds, is licensed and certified by Medicare, IDPH and IDPA. The Home's primary function is to provide nursing care and to meet the Residents nutritional, social, psycho-social, activity and rehabilitation needs.

LaSalle County Nursing Home is a safe and comfortable environment, where you can bring your loved one, when care is needed in time when a person can no longer care for themselves, and/or families can no longer assist with their care. Our Nursing Home staff all work together as a team to ensure the physical, emotional and social needs of a resident are met.

LaSalle County Nursing Home is fully staffed with caring and dedicated professionals to provide quality long term care and services to people who may need additional assistance with every day living.

Our goal here at LaSalle County Nursing Home is to make a resident feel this is a home away from home, whether this would be a short term need or a long term stay.

- **Scenic Riverside Location**
- **Skilled Nursing Services**
- **Licensed Nurses on Duty 24 Hrs.**
- **Medicare, Medicaid & Private Pay Accepted**
- **Care For the Terminally Ill & Hospice**
- **Person Centered Dietary Service**
- **Social Services**
- **Psychosocial Programs**
- **Rehabilitative & Restorative Programs**
- **Hair Stylist Available Twice Weekly**

Location: 1380 N. 27th Rd., Ottawa, Illinois 61350

Phone: (815) 433-0476

Office Hours Variable

Total Operating Budget \$6,607,755.00 Fund 013-000 Revenue
 \$7,548,721.00 Fund 013-000 Expense (Budget available on website)

Employees Chris Csernus Administrator

Receive Requests Chris Csernus

FOIA Officer(s) Chris Csernus

Records on File:

Department of the Parks (Catlin & Shabbona)

Function

County Parks

Open to the public from May thru October at no cost.

Catlin Park was donated to the County by the Catlin family with the stipulation that the land always be open to the public so that they may appreciate the land as much as the family who owned it. Picnic areas, open fields, several shelters are part of the 333-acre park features along with well-organized trail system hosting 14 distinct trails plus numerous connector trails. These trails course throughout the park's habitat, including its various streams and ponds. The park's horse trails are also recognized as some of the best trails in the central area.

Shabbon Park Picnic areas, open fields, several shelters (many with electricity) and fishing ponds are featured at this county-owned park on the banks of Indian Creek. The 21st century tranquility sharply contrasts with the bloody, violent clash of cultures that earned the park its place in American history. A monument has been erected in memory of the 16 men, women and children slain by Native Americans in the Indian Creek Massacre. Two teenage sisters who were taken prisoners were released a week later. The park is named for the Potawatomi Chief Shabbona, who tried to protect the white settlers

Location:

Main Office/Catlin Park: 2650th E. 1251st Road Ottawa, IL 61350
Shabbona County Park 4165 E. 16th Road, Earlville, IL 60518

Phone:

(815) 434-8342 or (815) 434-8278

Office/Park Hours

Varies – check www.lasallecounty.org – Directory Parks

Total Operating Budget

\$140,592.00 Fund 001-036

Employees

Steve Rotchford
(1) Skilled Part-time

Park Manager

Designated Person To Receive Requests

Board Office- Sandy Panzica

boardoffc-admin@lasallecounty.org

FOIA Officer(s)

Board Office- Sandy Panzica

boardoffc-admin@lasallecounty.org

Access to Records

Request form is available

Records on File:

Office of the Public Defender

Function Represents people, by Court order, charged with crimes which carry potential prison time. In Juvenile Court, representing minors who are the subject of abuse, neglect, or dependency petitions. Also, represents minors accused of being delinquent

Location: Main Office: 707 E. Etna Road Ottawa, IL 61350

Phone: (815) 434-8267

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget

Employees Tim Cappelini Public Defender

Designated Person To Receive Requests

Lori Misel

FOIA Officer(s) Lori Misel

Access to Records Request form is available

Records on File:

**OFFICE OF
THE LASALLE COUNTY RECORDER OF DEEDS
FREEDOM OF INFORMATION ACT (FOIA) INFORMATION**

Function The Office of the LaSalle County Recorder of Deeds is tasked with maintaining public records and other official documentation, especially those relating to real estate ownership and related documents.

Access to Records The office maintains both digital and hard copy documents dating back to the early 19th century, which are available for free public searching and inspection from within the office. For off-site public access, three on-line services are available which provide access to documents dating back to 1980. They are:

[Laredo](#) - An account based, subscription service providing access and print functions to digital documents.

[Tapestry](#) - A pay-per-search/print service providing access and print functions to digital documents.

[Direct Search](#) - A free service providing basic document information (no access to actual digital documents)

Due to privacy concerns, access to veteran discharge forms (DD-214) is restricted to the veteran, after presentation of a photo ID, or, under additional restrictions, an immediate family member or funeral home.

Location 707 E. Etna Road, Suite 269, Ottawa, IL 61350

Contact Phone: (815) 434-8226 Email: deputyrecorder@lasallemounty.org
 Fax: (815) 434-8260 recorder@lasallemounty.org

Office Hours 8:00 am - 4:30 pm, Monday - Friday

Total Operating Budget \$474,000.00 Recorder Equipment Fund
 \$411,000.00 General Fund

Employees Designated to Receive FOIA Requests Recorder of Deeds
 Chief Deputy Recorder
 Data Entry Supervisor
 Deputy/Recording Clerks

FOIA Officers Chief Deputy Recorder Brian L. Zeilmann
 Recorder of Deeds Karen L. Miller

FOIA Requests

Any person may obtain public records for inspection or copying by submitting a completed FOIA Public Records Request form or a written FOIA request to any of the above designated FOIA Officers.

It is the intent of the Office of the LaSalle County Recorder of Deeds to comply with all FOIA requests in accordance with the requirements and procedures set forth in the Illinois Freedom of Information Act and all other related and/or applicable federal and state laws.

Copy Costs

Except when a fee is otherwise fixed by statute (5 ILCS 140/6), the LaSalle County Recorder's Office will charge the following rates for copies of request records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies	The actual cost of reproducing the records
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost of the computer disc, tape-cassette, compact disc, and/or other recording medium

Records on File

Property Deeds:

Administrator Deed, Cemetery Deed, Commissioner Deed, Conservator Deed, Corporate Deed, County Clerk Deed, Deed in Trust, Executor Deed, Guardian Deed, Judicial Deed, Quit Claim Deed, Sheriff Deed, Timeshare Deed, Timeshare Judge Deed, Trustee Deed, U.S. Marshal Deed, Warranty Deed

Other Miscellaneous Records: Affidavit, Agreement (Miscellaneous), Amendment (Miscellaneous), Annexation Ordinance, Assignment (Miscellaneous), Assignment of Land Trust, Attorney Lien, Bail Bond, Bail Bond Release, Bankruptcy, Bill of Sale, Cemetery Plat, Certificate (Miscellaneous), Certificate of Levy, Certificate of Payment (Release), Certificate of Sale, Child Support Lien Amendment, Child Support Lien Notice, Child Support Lien Partial Release, Child Support Lien Release, Claim of Lien (Miscellaneous), Contract, Corporation Amendment, Corporation Annual Report, Articles of Incorporation, Corporation Biennial Renewal Report, Corporation Certificate, Corporation Certificate of Authority, Corporation Certificate of Authority Amendment, Corporation Certificate of Dissolution, Corporation Change Registered Agent and/or Office, Corporation Merger, Corporation Reinstatement, Corporation Statement of Intent to Dissolve, Death Certificate, Declaration (Miscellaneous), Declaration of Covenants and Restrictions, Declaration of Covenants and Restrictions Amendment, Dedication Deed, Demolition Lien, Disclaimer, Disconnection, Easement, Enterprise Zone, Environmental Protection Agency Document, Federal Tax Lien Notice, Federal Tax Lien Partial Release, Federal Tax Lien Release, Federal Tax Lien Withdrawal, Flood Letter, Grant, Grass/Weeds/Mowing Lien, Judge Certificate, Lease, Letter, Lis Pendens, Lis Pendens Amendment, Lis Pendens Release, Marriage Certificate, Mechanic Lien, Mechanic Lien Amendment, Mechanic Lien Partial Release, Mechanic

Lien Release, Memorandum (Miscellaneous), Memorandum of Judgment, Memorandum of Judgment Partial Release, Memorandum of Judgment Release, Mobile Home Lien, Monument Record, Mortgage, Mortgage Additional Advance Agreement, Mortgage Assignment, Mortgage Assignment of Proceeds, Mortgage Assignment of Rents, Mortgage Assignment of Rents and Leases, Mortgage Assumption, Mortgage Extension, Mortgage Modification, Mortgage Notice of Lien, Mortgage Promissory Note, Mortgage Security Agreement, Mortgage Subordination, Mortgage Supplemental Indenture, Mortgage Trust Deed, Notice (Miscellaneous), Notice of Probate, Old Age Assistance Lien (Public Aid), Old Age Assistance Release (Public Aid), Old Age Assistance Renewal (Public Aid), Option, Order, Ordinance, Partial Release Assignment of Rents, Partial Release of Mortgage, Partial Release of Trust Deed, Permit, Plat of Condominium, Plat of Subdivision, Plat of Survey, Potential Inheritance Tax Lien, Power Of Attorney, Real Estate Contract, Recapture Agreement, Receipt, Release (Miscellaneous), Release of Assignment of Rents, Release of Attorney Lien, Release of Certificate of Levy, Release of Demolition Lien, Release of Grass/Weeds/Mowing Lien, Release of Lease, Release of Mobile Home Lien, Release of Mortgage, Release of Notice of Lien, Release of Option, Release of Power Of Attorney, Release of Sewer and Water Lien, Release of Sewer Lien, Release of Tree Lien, Release of Trust Deed, Release of Water Lien, Resolution, Right of First Refusal, Sewer and Water Lien, Sewer Lien, State Dept. of Labor Lien, State Dept. of Labor Lien Release, State Dept. of Unemployment Labor Lien, State Dept. of Unemployment Labor Lien Release, State Income Tax Lien, State Income Tax Lien Partial Release, State Income Tax Lien Release, State Retail Occupational Lien, State Retail Occupational Lien Partial Release, State Retail Occupational Lien Release, States Attorney Acceptance, Surety Bond, Surety Bond Release, Tax Deferral Lien Notice, Tax Deferral Lien Release, Timeshare Affidavit, Timeshare Assignment, Timeshare Claim of Lien, Timeshare Lis Pendens, Timeshare Misc. Release, Timeshare Miscellaneous, Timeshare Miscellaneous Notice, Timeshare Modification, Timeshare Mortgage, Timeshare Partial Release, Timeshare Power of Attorney, Timeshare Release, Transcript of Wills, Transfer of Stock, Transfer on Death, Tree Lien, UCC Amendment, UCC Assignment, UCC Continuation, UCC Partial Termination, UCC Statement, UCC Termination, Vacation Ordinance, Veteran Discharge, Water Lien

Out of County and/or State Records:

Adoptions, Births, Deaths, Divorces, Marriages (*LaSalle County records of these types are available through the Office of the County Clerk*)

Note: Some documents listed above, having no requirement to record, may have very few examples which have been recorded with the Office of the Recorder of Deeds.

Forms / Links

[FOIA Statute](#)
[FOIA Request Form](#)

[LaSalle County Recorder](#)
[Print this page](#)

Office of the Regional Office of Education #35

Function Serves LaSalle County, Marshall County and Putman County

Location: 119 West Madison Street, Ottawa, IL 61350

Phone: (815) 434-8267

Office Hours 8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget

Employees Christopher B. Dvorak Regional Superintendent

Designated Person To Receive Requests

Chris Dvorak Regional Superintendent

FOIA Officer(s) Chris Dvorak cdvorak@roe35.org

Access to Records Request form is available

Records on File:

Office of the Sheriff

Function Provides law enforcement services to the residents of the County. Running of the County's Jail. Patrols the unincorporated county 24 hours/7 days a week. Provides security for the Judicial Circuit Court and screening for County buildings. Serves warrants, summonses, orders of protection, and other legal documents (815) 433-2161

Civil Process Division

Foreclosures, tax notices, replevin, levies, subpoena's, orders, OP's wage deductions, garnishments, notices and more

Tactical Response Team

The Sheriff's Tactical Response Unit is made up of sixteen Sheriff's Deputies and a sergeant who acts as the unit commander. The tactical response unit responds to emergency situations throughout the county and is available to respond to emergency situations at the request of area police departments. The unit is trained in dynamic and covert entries and hostage situations. The unit also assists TRI-DENT, the Tri-County Drug Enforcement Unit during narcotic investigations and arrest

Dispatch-County 911 Regional Emergency Telephone

Location: 707 Etna Road, Ottawa IL 61350

Phone: (815) 433-2161

Office Hours varies

Total Operating Budget

Employees Thomas J. Templeton Sheriff

Designated Person To Receive Requests

Vickey Leadingham	Records Clerk
Kristi Koetz	Jail/Inmate
Heidi Weiss	Personnel
Curt Yasm	911/Radio

FOIA Officer(s)	Vickey Leadingham	815-434-8379
	Kristi Koetz	Jail/Inmate
	Heidi Weiss	Personnel
	Curt Yasm	911/Radio

Access to Records Request form is available

Records on File:

Office of the State's Attorney

Function

The LaSalle County State's Attorney's Office is committed to seeking justice for the citizens of LaSalle County by maintaining the highest ethical standards in vigorously and aggressively prosecuting criminal offenders while providing compassionate service to the victims of crime. Integrity, transparency and accountability to all citizens will be the cornerstones and foundation of this office. As the chief law enforcement office, we work with county, state and municipal police agencies, as well as community groups, to address criminal activity. Not only does the office prosecute crime in the courtroom, but we also seek to address the underlying causes of criminal activity through diversion programs

Location:

707 E. Etna Road, Ottawa IL 61350

Phone:

(815) 434-8340

Office Hours

8:00 am to 4:30 pm Monday thru Friday

Total Operating Budget

Employees

Karen Donnelly

State's Attorney

Designated Person To Receive Requests

FOIA Officer(s)

Access to Records

Request form is available

Records on File:

Office of the Treasurer

Function	Receives the revenue and public monies of the County and pay out the same pursuant to law, i.e. collects and distributes Real Estate Taxes.	
Location:	707 E. Etna Road Ottawa, IL 61350	Floor: 1st
Phone:	815-434-8219	
Office Hours	8:00 am to 4:30 pm Monday thru Friday	
Total Operating Budget	General Fund: \$283,881	
	Tax Sale Automation Fund: \$38,497	
Employees	Jim Spelich, Treasurer	
	Chief Deputy Treasurer	
	Head Teller	
	Tax Process Clerk	
	Clerk1/Teller	
Designated Person To Receive Requests	Chief Deputy Treasurer	
	Clerk1/Teller	
FOIA Officer(s)	Chief Deputy Treasurer	
	Clerk1/Teller	
Access to Records	Request form is available	
Records on File:	Current Year Real Estate Taxes	
	Forfeited Tax Records	
	Current Year and Delinquent Mobile Home Taxes	
	Tax Sale Records	
	Distributions of Real Estate Taxes	
	Monies Invested by the Treasurer's Office	
	Trust and Agency Financial Records	
	JETSB Financial Records	
Outstanding Check Records / Unclaimed Money		