



# 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 1<sup>st</sup> 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

<b>Employees</b>	Dr. Brodd	Administrator
	Gary Wind	Animal Control Warden
	Sharon Christy	Clerk Typist II

**Designated Person To Receive Requests**

Gary Wind  
Sharon Christy

<b>FOIA Officer(s)</b>	Gary Wind	<a href="mailto:animalcontrol@lasallecounty.org">animalcontrol@lasallecounty.org</a>
	Sharon Christy	<a href="mailto:animalcontrol@lasallecounty.org">animalcontrol@lasallecounty.org</a>

**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](mailto: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

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## Office of Central Services

<b>Function</b>	<b>Microfilm:</b> Prep /Scan/Film (6 Units) / Process & Duplicate (Dark Room) / Check / Index <b>Postage:</b> Pick up & Mail (4Digital Units) <b>Copiers:</b> (21 Digital Units) <b>Printing &amp; Copying</b> (3 Digital Units) For all County Offices and Departments Printer Supplies Annual Prices – Custom / Stock Quotes – Numerous other duties...		
<b>Location:</b>	707 E. Etna Road Ottawa, IL 61350-1047	1 <sup>st</sup> Floor	Room: 159
<b>Phone:</b>	815-434-8213 (Director)		
	815-434-8214 (Printer)		
	815-434-8325 (Microfilm/Scanning)		
<b>Office Hours</b>	8:00 am to 4:30 pm Monday thru Friday		
<b>Total Operating Budget</b>	\$555,541.00 General Fund 01-47 (on file in the 2017 County Budget Book)		
<b>Employees</b>	Cheryl Vatland		Director
	Susan Thompson		Printer
	Diane Launius		Document Retention Technician
	Kim Waite		Document Retention Technician
	Tracy Obos		Document Retention Technician
<b>Designated Person To Receive Requests</b>	Cheryl Vatland		Director
<b>FOIA Officer(s)</b>	Cheryl Vatland		
<b>Access to Records</b>	<b>Request form is available</b>		
<b>Records on File:</b>	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** 1,000,000 7,000,000 8,000,000 9,000,000 10,000,000 11,000,000 12,000,000 13,000,000 14,000,000 15,000,000 16,000,000 17,000,000 18,000,000 19,000,000 20,000,000 21,000,000 22,000,000 23,000,000 24,000,000 25,000,000 26,000,000 27,000,000 28,000,000 29,000,000 30,000,000 31,000,000 32,000,000 33,000,000 34,000,000 35,000,000 36,000,000 37,000,000 38,000,000 39,000,000 40,000,000 41,000,000 42,000,000 43,000,000 44,000,000 45,000,000 46,000,000 47,000,000 48,000,000 49,000,000 50,000,000 51,000,000 52,000,000 53,000,000 54,000,000 55,000,000 56,000,000 57,000,000 58,000,000 59,000,000 60,000,000 61,000,000 62,000,000 63,000,000 64,000,000 65,000,000 66,000,000 67,000,000 68,000,000 69,000,000 70,000,000 71,000,000 72,000,000 73,000,000 74,000,000 75,000,000 76,000,000 77,000,000 78,000,000 79,000,000 80,000,000 81,000,000 82,000,000 83,000,000 84,000,000 85,000,000 86,000,000 87,000,000 88,000,000 89,000,000 90,000,000 91,000,000 92,000,000 93,000,000 94,000,000 95,000,000 96,000,000 97,000,000 98,000,000 99,000,000 100,000,000

**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:** 1,000,000 7,000,000 8,000,000 9,000,000 10,000,000 11,000,000 12,000,000 13,000,000 14,000,000 15,000,000 16,000,000 17,000,000 18,000,000 19,000,000 20,000,000 21,000,000 22,000,000 23,000,000 24,000,000 25,000,000 26,000,000 27,000,000 28,000,000 29,000,000 30,000,000 31,000,000 32,000,000 33,000,000 34,000,000 35,000,000 36,000,000 37,000,000 38,000,000 39,000,000 40,000,000 41,000,000 42,000,000 43,000,000 44,000,000 45,000,000 46,000,000 47,000,000 48,000,000 49,000,000 50,000,000 51,000,000 52,000,000 53,000,000 54,000,000 55,000,000 56,000,000 57,000,000 58,000,000 59,000,000 60,000,000 61,000,000 62,000,000 63,000,000 64,000,000 65,000,000 66,000,000 67,000,000 68,000,000 69,000,000 70,000,000 71,000,000 72,000,000 73,000,000 74,000,000 75,000,000 76,000,000 77,000,000 78,000,000 79,000,000 80,000,000 81,000,000 82,000,000 83,000,000 84,000,000 85,000,000 86,000,000 87,000,000 88,000,000 89,000,000 90,000,000 91,000,000 92,000,000 93,000,000 94,000,000 95,000,000 96,000,000 97,000,000 98,000,000 99,000,000 100,000,000

*See [www.lasallecounty.com](http://www.lasallecounty.com)*

## Office of the Auditor

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**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.

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**Location:**

707 E. Etna Road Ottawa, IL 61350

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**Phone:**

(815) 434-8222

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**Office Hours**

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

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**Total Operating Budget**

\$160,279 County Fund # 001-003

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**Employees**

Jody L. Wilkinson

Auditor

Tori Artman

Chief Deputy Auditor

Pam Wright

Deputy Auditor

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**Designated Person To Receive Requests**

Jody L. Wilkinson

[auditor@lasallecounty.org](mailto:auditor@lasallecounty.org)

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**FOIA Officer(s)**

Jody L, Wilkinson

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**Access to Records**

Request form is available

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**Records on File:**

See State Statute

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## Office of the County Buildings (Maintenance)

<b>Function</b>	<b>County Buildings</b>	
	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	
<b>Location:</b>	Main Office: 707 E. Etna Road Ottawa, IL 61350	
<b>Phone:</b>	(815) 434-8342 or (815) 434-8278	
<b>Office Hours</b>	8:00 am to 4:30 pm Monday thru Friday ( <i>hours vary by employees</i> )	
<b>Total Operating Budget</b>	\$2,428,093.00	
<b>Employees</b>	Bob Kaminski	Director
	Tony Battaglia	Superintendent
	Enta Road –	4 employees
	119 W. Madison	2 employees
	Nursing Home	3 employees
<b>Designated Person To Receive Requests</b>	Bob Kaminski	
<b>FOIA Officer(s)</b>	Maintenance	<a href="mailto:maintenance@lasallecounty.org">maintenance@lasallecounty.org</a>
<b>Access to Records</b>	<b>Request form is available</b>	
<b>Records on File:</b>		

# Office of the County Board

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

**Location:** Government Complex 707 E. Etna Road Ottawa, IL 61350  
 Floor: 2<sup>nd</sup> floor rooms 250 – Full Board, room 242 meeting room

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

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

**Total Operating Budget** \$280,64700 General Fund 01-04 (Budget available on website)

**Staff** Jim Olson, *Board Chairman –Appointed to Elected Vacnacy*

### Staff

Amanda Myers *Admin. Assistant*

### Board Members Chair of Committees 2018-2020

Jill Bernal, *Vice Chair – Tourism Chair*

Brian Dose, *Finance Chair*

Joe Savitch, *Salary & Labor Chair*

Tina Busch, *IT/Central Service Chair*

Randy Freeman, *Saety & Health*

Arratta Znaniecki *Health Insuran Chair*

Joe Oscepinski, *Law & Justice*

Marius Derango, *Insurance Trust Chair*

Lou Carretto, *Taxes, Election & GIS*

Gary Small, *Nursing Home Chairman*

Jim Olson, *CommOnAppt/Leg&Rule & License*

Joanne McNally, *Public Safety*

Dave Torres, *County Property*

Cathy Owens, *REO-SchoolServc-Healthdpt*

Allen Erbrederis, *Land Use & TIF Chair*

Salary & Labor

Chuck Borchsenius, *Highway Chair*

### Board Member

Russell Boe

Walter Roach Jr.

Curt Faber

Joseph Savitch

Tim Geary

Norman Sedlock

Jerry Hicks

Steve Tuftie

Mike Kasap

Tom Walsh

Robert Lee

Elmer Walter

Jerry Myers

Joe Witczak

Kindra Pottinger

**Designated To Receive Requests** Chairman or Board Admin. Staff

**FOIA Officer(s)** Jim Olson [boardoffc-admin@lasallegcounty.org](mailto:boardoffc-admin@lasallegcounty.org)  
 Amanda Myers [boardoffc-admin@lasallegcounty.org](mailto:boardoffc-admin@lasallegcounty.org)

**On Records on Website or File:**

Board Member Listing, Committee Assignments

Licenses-Amusement/Liquor/One Day

Annual Report, Budget Books

Raffle/Poker Run Permits

Committee Agendas/ Minutes/Calendars

Tourism Request/Coalition Records

## 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**

<b>Employees &amp; Dept Phone #</b>		815-433-5622
	Connie Brooks, Director	<a href="mailto:lasallecoema@lasallecounty.org">lasallecoema@lasallecounty.org</a>
	Fred Moore, Deputy Director	815-433-5622 <a href="mailto:lasallecoema@lasallecounty.org">lasallecoema@lasallecounty.org</a>
<b>Designated Person To Receive Requests</b>	Connie Brooks	<a href="mailto:lasallecoema@lasallecounty.org">lasallecoema@lasallecounty.org</a>
	Fred Moore	<a href="mailto:lasallecoema@lasallecounty.org">lasallecoema@lasallecounty.org</a>
<b>FOIA Officer(s)</b>	Connie Brooks	<a href="mailto:lasallecoema@lasallecounty.org">lasallecoema@lasallecounty.org</a>
	Fred Moore	<a href="mailto:lasallecoema@lasallecounty.org">lasallecoema@lasallecounty.org</a>
<b>Access to Records</b>	<b>Request form, if needed is available</b>	
<b>Records on File:</b>	Annual Tier II Reports Hazardous Materials Spill Reports	

## Office of the Environmental Services and Land Use

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

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**Location:** 119 West Madison St. Room 107

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**Phone:** 815-434-8666

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

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**Total Operating Budget** 1,227,988

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**Employees & Dept Phone #** Brian Gift Lori Miskel  
Lauren Grumieaux

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**Designated Person  
To Receive Requests**

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**Receive Requests** Brian Gift

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**FOIA Officer(s)** Brian Gift

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**Access to Records** Request form is available

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**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

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## Office of the Health Department

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

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

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**Location:** 1400 N. 27<sup>th</sup> Road, PO Box 128, Ottawa, IL 61350

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**Phone:** 815-434-0743

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

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

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**Employees & Dept Phone #** Lawrence J. Kinzer County Engineer

815-434-0743 County Highway currently employs 34 persons

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**Designated Person To Receive Requests**  
County Engineer

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**FOIA Officer(s)** Sharon Wiley  
Victor J. Washelesky

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**Access to Records** Request form is available

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**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.

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## Office of the Human Resources

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

**Records on File:**



## Office of the Information Technology

<b>Function</b>	To provide computer and information management services for LaSalle County Department	
<b>Location:</b>	707 E. Etna Road Ottawa, IL 61350	Floor: 2
<b>Phone:</b>	815-434-8244	
<b>Office Hours</b>	8:00 am to 4:30 pm Monday thru Friday	
<b>Total Operating Budget</b>	\$372,507 Fund 001-005	
<b>Employees</b>	John Haag	Director
	Robert Latty	Asst Director/Webmaster
	Cheryl Illman	Networker
	Josh Hayward	Networker
<b>Department Phone #</b>	(815) 434-8223	
	(815) 434-8223	
<b>Designated Person To Receive Requests</b>	John Haag	
	Cheryl Illman	
<b>FOIA Officer(s)</b>	John Haag	
<b>Access to Records</b>	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: 2<sup>nd</sup> 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**                    Board Admin                    Liquor/Amusements/Video Gaming/One Day Liquor  
    Amanda Myers                    Raffle Permits – Poker Runs

### License Committee Commissioners (Board Member)

Jim Olson, Chariman

Steve Tuftie

Joe Savitch

Joanne McNally

Randy Freeman

Jerry Myers

Russell Boe

**Receive Requests**                    Chairman or Board Office Staff

**FOIA Officer(s)**                    Jim Olson                    [boardoffc-admin@lasallecounty.org](mailto:boardoffc-admin@lasallecounty.org)  
    [boardoffc-admin@lasallecounty.org](mailto: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



## 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:**

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## 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: 2650<sup>th</sup> E. 1251<sup>st</sup> Road Ottawa, IL 61350  
Shabbona County Park 4165 E. 16<sup>th</sup> Road, Earlville, IL 60518

### Phone:

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

### Office/Park Hours

Varies – check [www.lasallecounty.org](http://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](mailto:boardoffc-admin@lasallecounty.org)

### FOIA Officer(s)

Board Office- Sandy Panzica

[boardoffc-admin@lasallecounty.org](mailto: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**

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**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.

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**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.

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

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**Contact**

Phone	(815) 434-8226	Email	<a href="mailto:deputyrecorder@lasallegcounty.org">deputyrecorder@lasallegcounty.org</a>
:		:	
Fax:	(815) 434-8260		<a href="mailto:recorder@lasallegcounty.org">recorder@lasallegcounty.org</a>

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

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**Total Operating Budget**                                      \$798,170.00 Recorder Equipment Fund  
\$359,400.00 General Fund

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**Employees,  
Organizational Chart  
& Dept. Phone No.**

Recorder of Deeds - Karen L. Miller



Chief Deputy Recorder - Holly Pabian



Data Entry Supervisor



(4) Deputy/Recording Clerks

(815) 434-8226 (All)

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**Employees  
Designated  
to Receive FOIA  
Requests**

Recorder of Deeds  
Chief Deputy Recorder  
Data Entry Supervisor  
Deputy/Recording Clerks

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**FOIA Officers**

Chief Deputy Recorder  
Recorder of Deeds

[Holly Pabian](#)  
[Karen L. Miller](#)

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**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.

In accordance with the Freedom of Information Act, access to basic information regarding recorded documents, including specific document recording numbers, is available free of charge through the [Direct Search](#) website and requestors should provide the specific document recording numbers of those document being requested after having already performed any required searching.

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.

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**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

**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.*

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**Forms / Links**

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

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

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## Office of the Regional Office of Education #35

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**Function** Serves LaSalle County, Marshall County and Putman County

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**Location:** 119 West Madison Street, Ottawa, IL 61350

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**Phone:** (815) 434-8267

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

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**Total Operating Budget**

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**Employees** Christopher B. Dvorak Regional Superintendent

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**Designated Person To Receive Requests**

Chris Dvorak Regional Superintendent

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

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**Access to Records** Request form is available

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**Records on File:**

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# Office of the Sheriff

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**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**

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**Location:**

707 Etna Road, Ottawa IL 61350

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**Phone:**

(815) 433-2161

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**Office Hours**

varies

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**Total Operating Budget**

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**Employees**

Thomas J. Templeton

Sheriff

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**Designated Person To Receive Requests**

Vickey Leadingham

Records Clerk

Kristi Koetz

Jail/Inmate

Heidi Weiss

Personnel

Curt Yasm

911/Radio

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**FOIA Officer(s)**

Vickey Leadingham

815-434-8379

Kristi Koetz

Jail/Inmate

Heidi Weiss

Personnel

Curt Yasm

911/Radio

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**Access to Records**

Request form is available

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**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

<b>Function</b>	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.	
<b>Location:</b>	707 E. Etna Road Ottawa, IL 61350	Floor: 1st
<b>Phone:</b>	815-434-8219	
<b>Office Hours</b>	8:00 am to 4:30 pm Monday thru Friday	
<b>Total Operating Budget</b>	General Fund: \$283,881	
	Tax Sale Automation Fund: \$38,497	
<b>Employees</b>	Jim Spelich, Treasurer	
	Chief Deputy Treasurer	
	Head Teller	
	Tax Process Clerk	
	Clerk1/Teller	
<b>Designated Person To Receive Requests</b>	Chief Deputy Treasurer	
	Clerk1/Teller	
<b>FOIA Officer(s)</b>	Chief Deputy Treasurer	
	Clerk1/Teller	
<b>Access to Records</b>	<b>Request form is available</b>	
<b>Records on File:</b>	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		