

JO DAVIESS COUNTY HIGHWAY DEPARTMENT
1 COMMERCIAL DRIVE, SUITE 3
HANOVER, IL 61041
PHONE: (815) 591-2337 FAX: (815) 591-2728
EMAIL: countyhighway@jodaviess.org

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

PURPOSE: The Jo Daviess County Highway Department maintains highway and bridges on the County Highway System, including roadways, drainage systems, signs and other highway-related appurtenances. The Department itself employs no elected officials, but instead operates under the direct authority of the Jo Daviess County Board. Jo Daviess County Engineer, Stephen R. Keeffer, P.E., manages this department.

EMPLOYEES: The Jo Daviess County Highway Department employs ten full-time and two part-time employees.

BUDGET: The total operating budget for the Jo Daviess County Highway Department for the Fiscal Year 2016 is \$ 1,093,508.00.

BOARDS: The Jo Daviess County Highway Department reports to the County Administrator, the Jo Daviess County Board and the Jo Daviess County Public Works Committee. A listing of the Public Works committee members is attached as Exhibit 2.

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PROCEDURE FOR REQUESTING RECORDS

FOIA REQUESTS: Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Jo Daviess County Highway Department should be given to one of the following FOIA Officers:

Stephen R. Keeffer, P.E., Jo Daviess County Engineer
Jamie Evans, Highway Department Office Manager
1 Commercial Drive, Suite 3
Hanover, IL 61041
Telephone: (815) 591-2337
Facsimile: (815) 591-2728
E-Mail: countyhighway@jodaviess.org

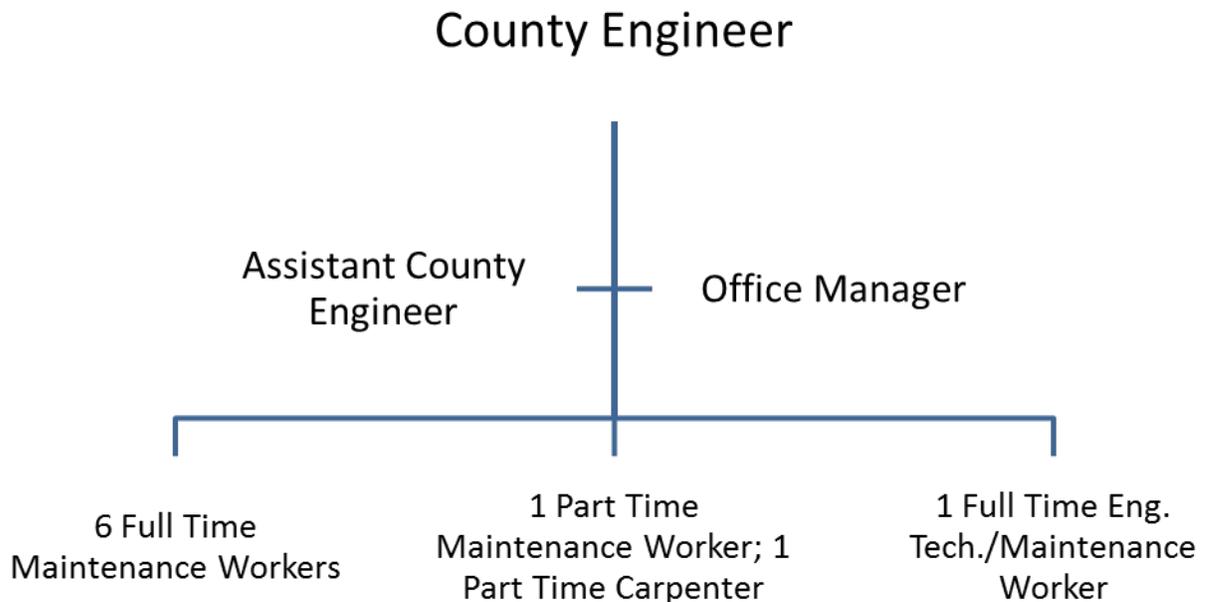
COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Highway Department will charge the following rates for copies of requested records:

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 (letter up to 11" x 17")	Cost to reproduce and certify
Black and White 24" x 36"	The actual cost charged to the County by area printers
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

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EXHIBIT 1

**Jo Daviess County Highway Department
Organizational Chart**



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EXHIBIT 2

Jo Daviess County Highway Department Public Works Committees

COUNTY BOARD PUBLIC WORKS COMMITTEE

- Randy Jobgen, Chairperson
- Dan Hughes, Vice-chair
- Merri Berlage
- Robert Heuerman
- Rick Dittmar
- Brad Petersburg
- Ron Smith, County Board Chair

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**CATEGORIES OF RECORDS MAINTAINED BY
THE JO DAVIESS COUNTY HIGHWAY DEPARTMENT
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County Highway Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Organizational chart for the Highway Department
- Highway and bridge records, including plans, specifications, estimates and contracts
- FOIA requests/responses
- Contractor payroll records for county contracts administered by Highway Department
- Permits for public utilities, driveways, overweight and over-dimension trucks
- Accident data on county and township highways
- Public Works Committee meeting minutes
- Highway Department budgets, revenues, and expenditures
- Employee names, titles, salaries and employment dates