



As directed by 5 ILCS 140/4 (from Ch. 116, par. 204) this packet includes:

A brief description of the City of Hillsboro, which includes:

- A short summary of its purpose,
- A block diagram giving its functional subdivisions,
- The total amount of operating budget,
- The number and location of its separate offices,
- The approximate number of full and part-time employees
- The identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body

A brief description of the methods whereby the public may request information and public records.

A directory designating the Freedom of Information officer or officers.

The address where requests for public records should be directed.

The fees allowable under section 6 of this Act.

This information is also available on the City's website <https://hillsboroillinois.net/>



Hillsboro is located at the junction of Illinois Route 127 and Illinois Route 16, just 11 miles east of Interstate 55 and 22 miles north of Interstate 70. With a population of 5,902 according to the 2020 Census (which includes the population of Graham Correctional Facility), we are a small town located only an hour away from the bustle of city life in St. Louis, Springfield and Decatur.

Hillsboro operates under a commission form of government. Under this form of government, the governing body is made up of the mayor and four commissioners. At the first meeting following each local election, the council votes to designate each council member to a specific position as a commissioner, over either accounts and finance, public health and safety, streets and public improvements, or public property. The mayor is automatically designated as the commissioner in charge of public affairs. Each commissioner has executive control over their assigned department. The mayor and four commissioners are elected at-large and set policy for the City, adopt ordinances and resolutions, and approve the annual budget. The budget appropriation for FY 2026-2027 is \$30,934,055.00.

The City of Hillsboro currently employs 30 full-time staff members and four part-time staff members throughout the year. In the summer, the City adds approximately 20 part-time employees.

**FY 2026-2027 City Council & City Officials**

Mayor: Don Downs

Commissioners: Fred Butler (Streets & Public Improvements)  
 Tommy Justison (Public Health & Safety)  
 Patrick Ward (Accounts & Finance)  
 Kendra Wright (Public Property)

City Clerk: David Jenkins

City Treasurer: Bonnie Hefley

**Organizational Chart**

Mayor (Public Affairs) (Liquor Commiss.)	Commissioner Accts & Finance	Commissioner Public Property	Commissioner Streets & Pub Imp	Commissioner Public Health & Saf
City Clerk	City Treasurer	Water Dept.	Street Dept.	Fire Dept.
Econ. Dev. & Community Planner		Sewer Dept.	Parks & Public Properties Dept.	Police Dept.
City Attorney		Utilities		Zoning & Code Enforcement

### Location of Offices

<b>Mayor's Office</b>	<b>City Clerk's Office</b>
<b>Hillsboro City Hall</b>	<b>Hillsboro City Hall</b>
<b>447 S. Main St.</b>	<b>447 S. Main St.</b>
<b>Hillsboro, IL 62049</b>	<b>Hillsboro, IL 62049</b>
<b>(217) 532-5566</b>	<b>(217) 532-5566</b>
<b>Treasurer's Office</b>	<b>Water Collections</b>
<b>Hillsboro City Hall</b>	<b>Hillsboro City Hall</b>
<b>447 S. Main St.</b>	<b>447 S. Main St.</b>
<b>Hillsboro, IL 62049</b>	<b>Hillsboro, IL 62049</b>
<b>(217) 532-5566</b>	<b>(217) 532-5566</b>
<b>Police Department</b>	<b>Fire Department</b>
<b>447 S. Main St. Suite 5</b>	<b>101 S. Broad St.</b>
<b>Hillsboro, IL 62049</b>	<b>Hillsboro, IL 62049</b>
<b>(217) 532-6120</b>	<b>(217) 532-6129</b>
<b>Street Department</b>	<b>Waste Water Department</b>
<b>722 City Lake Rd</b>	<b>510 Taylorville Rd</b>
<b>Hillsboro, IL 62049</b>	<b>Hillsboro, IL 62049</b>
<b>(217) 532-3182</b>	<b>(217) 532-2951</b>
<b>Water Department</b>	<b>Parks &amp; Public Properties Department</b>
<b>118 Smith Rd</b>	<b>761 City Lake Rd</b>
<b>Hillsboro, IL 62049</b>	<b>Hillsboro, IL 62049</b>
<b>(217) 532-2163</b>	<b>(217) 532-6778</b>

## **Board and Commission Members**

### **Police and Fire Commission**

Greg Cowell  
Jerry Gregory  
Justin Gonzalez

### **Fire Pension Board**

Charles Goad  
Tim Page  
Dustin Carlock  
Dennis Loskot  
Tim Hopper  
Bonnie Hefley, ex officio

### **Police Pension Board**

John Evans, Vice President  
Charles Goad, President  
Tim Hopper, Secretary  
Gary Satterlee  
Frank Kenny  
Bonnie Hefley, ex officio

### **Planning Commission**

Rex Brown  
Don Karban  
David Powell  
Jill Ulrici

### **Zoning Board of Appeals**

CJ Liddell, Chairman  
Lynn Fugate  
Dick James  
Don Karban  
Rice Phillips  
Allan Spelbring  
Mike Lee  
Jeff Polus

## **Natural Resources Committee**

Kyle Hacke  
Dave Strowmatt  
Bart Wetzel  
Isaac Law  
William Mikeska  
John Rapp

## **Historic Preservation Committee**

Anne Huber, President  
Tracy Holcomb  
Tony Marcolini  
Lainey Fenton  
Leslie Hamby  
Bob Schwandner  
Tim Ulrici  
Garrett Stritzel

### **Requesting Public Records**

Whenever possible, the request shall be placed with the department that serves as the keeper of the particular record(s) requested. Information on the appropriate department to contact may be obtained from the City Clerk who serves as the City's official keeper of records.

The Freedom of Information Act (FOIA) is a state statute (5 ILCS 140) that provides for a straight-forward, easy-to-use method for the public to gain access to records. Any person who wishes to inspect and/or obtain copies of public records from the City of Hillsboro shall submit a FOIA request to the City Clerk's office unless the document can be obtained immediately.

All requests for city documents will be directed to the FOIA Officer in the City Clerk's office. Requests for police documents are handled by the Police FOIA Officer and can be made by mail or in person at the Hillsboro Police Department, located at City Hall at 447 S. Main St., Hillsboro, Illinois.

The City will respond to all Freedom of Information requests within five working days of its receipt. If additional time is needed, you will be notified of the City's intent to respond within an additional five business days as permitted under the Act. If any of the materials you have requested are exempt under the Act, you will be notified in writing of the specific exemption which applies to the documents, and you will be provided with all non-exempt materials. For requests that require the inclusion of audio, the City shall charge a fee equal to the cost of a flash drive.

The following items may be requested from the City Clerk's office without submitting a FOIA:

City Council Minutes

Ordinances

Resolutions

Anyone with questions regarding FOIA may contact the City Clerk's office at (217) 532-5566 extension 2 or by emailing [cityhall@hillsboroillinois.net](mailto:cityhall@hillsboroillinois.net).

David Jenkins

City Clerk, FOIA Officer