



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 2025-2026 is \$24,727,388.75.

The City of Hillsboro currently employs 29 full-time staff members and four part-time staff members throughout the year. In the summer, the City adds approximately 21 part-time employees.

FY 2025-2026 City Council & City Officials

Mayor: Don Downs

Commissioners: Fred Butler (Streets & Public Improvements), Tommy Justison (Public Health & Safety), Patrick Ward (Accounts & Finance) and 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

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

Board and Commission Members

Police and Fire Commission

Greg Cowell, Chairman
David Hough, Secretary
Jerry Gregory

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, Secretary
Dylan Richter
Mike Ryan
David Powell
Jill Ulrici
Garrett Stritzel

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
Thomas Reynolds
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.

David Jenkins

City Clerk, FOIA Officer