



## Hillsboro

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 its web site [www.hillsboroillinois.net](http://www.hillsboroillinois.net)



## **Hillsboro**

Hillsboro is located at the junction of Illinois Route 127 and 16, just 11 miles East of Interstate 55 and 22 miles North of Interstate 70. With a population of 6,291 we are a small town located only an hour away from the bustle of city life in St. Louis, Springfield or Decatur.

Hillsboro operates under a Mayor-Council form of government operating under the Constitution and statutes of the State of Illinois. The Mayor and 4 Council members are elected at large and set policy for the City, adopt ordinances and resolutions and approve the annual budget. The budget appropriation for FY 19-20 is \$9,087,955.06.

Hillsboro currently retains 35 full time employees and in the summer we add 20 to 25 part-time employees

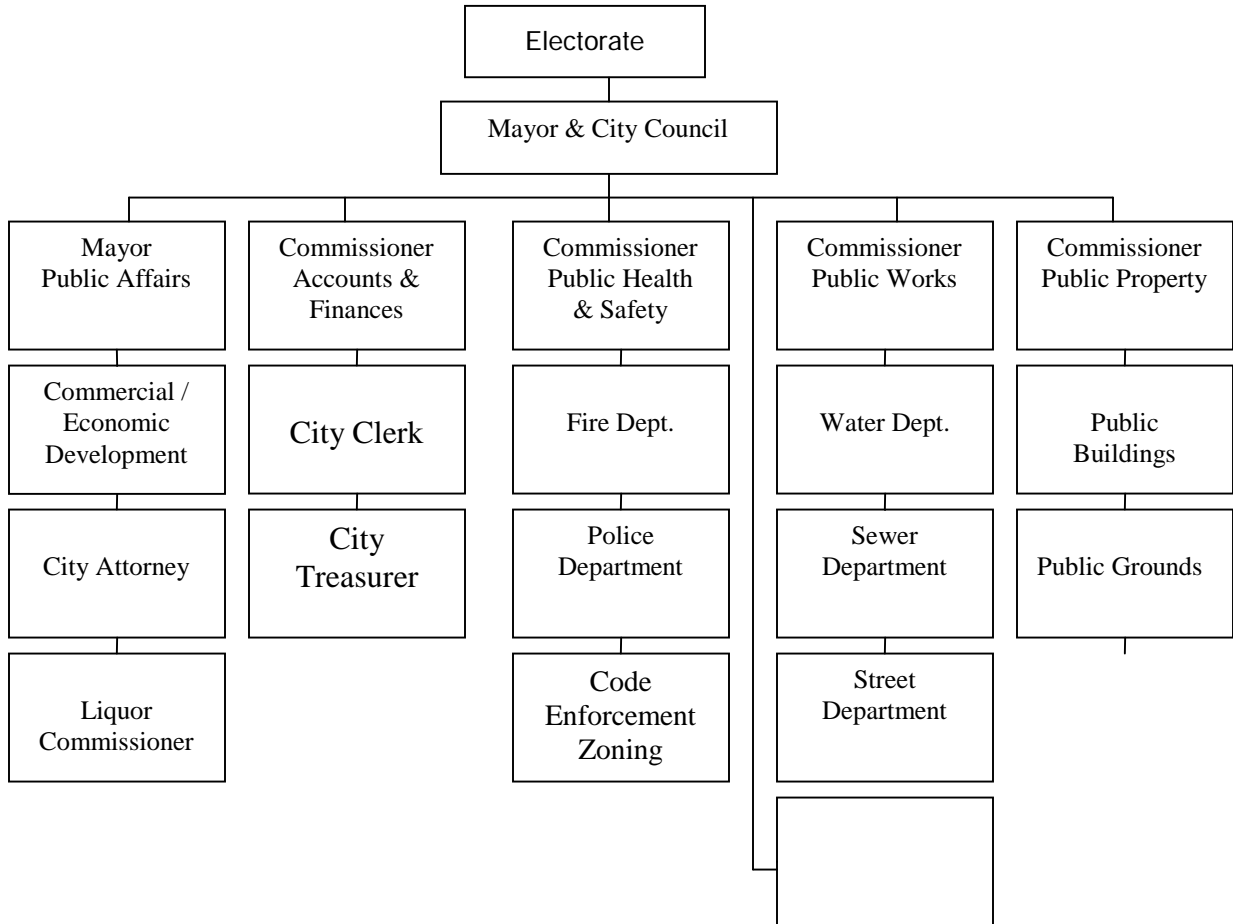
Mayor: Brian Sullivan

Commissioners: Don Downs, Michael Murphy, Katie Duncan and Daniel Robbins

City Clerk: Cory Davidson

City Treasurer: Bonnie Hefley

### Organizational Chart



### 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</b>	<b>447 S Main</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 Collection's</b>
<b>Hillsboro City Hall</b>	<b>Hillsboro City Hall</b>
<b>447 S Main</b>	<b>447 S Main</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 Suite 5</b>	<b>101 S. Broad Street</b>
<b>Hillsboro, IL. 62049</b>	<b>Hillsboro, IL. 62049</b>
<b>(217) 532-6120</b>	<b>(217) 532-6129</b>
<b>Public Works Department</b>	<b>Waste Water Department</b>
<b>722 City Lake Road</b>	<b>510 Taylorville Road</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>Park and Public Property</b>
<b>118 Smith Road</b>	<b>761 City Lake Road</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, Chairman  
David Hough, Secretary  
Mike Watson

### **Fire Pension Board**

Charles Goad  
Tim Page  
Dustin Carlock  
Mike Lee  
Bonnie Hefley

### **Police Pension Board**

Jack Evans  
Tim Hopper  
Tim Sheldon  
Darrell Turcol  
John Unger  
Bonnie Hefley

### **Planning Commission**

Tom Gooding, Chairman  
Barb Hewitt, Secretary  
Rex Brown  
Don Karban  
Dave Booher  
Mark Osborn  
David Powell  
Michelle Ondrey

### **Zoning Board of Appeals**

Gene Knisley, Chairman  
Lynn Fugate, Secretary  
Dick James  
James Hayes  
Don Karban  
Mike Puckett  
Rice Phillips

## **Natural Resource Committee**

Kendra Wright, Chairperson  
Emilie Moroney  
Carl Reynolds  
Bret Reeves  
Mike Lee Bob Wagner  
Thomas Reynolds  
Cary Eisentraut

## **Historic Preservation Committee**

Jeff Eisentraut, President  
Anne Huber, Secretary  
Brian Lee  
Tony Marcolini  
Leslie Hamby  
Ken Meade  
Isaac Reynolds

### **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 in City Hall at 447 S. Main, Hillsboro, IL.

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 and additional five working 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.

The following items can be requested without a FOIA:

City Clerk's Office:

City Council Minutes  
Ordinances  
Resolutions

Fees for FOIA documents are:

<b>Department</b>	<b>Format</b>	<b>Fee</b>
City Clerk's Office	Paper copies b/w	.05 (after first 50 pages)
City Clerk's Office	Paper copies color	.15 (after first 50 pages)
City Clerk's Office	Data CD	1.00 each
City Clerk's Office	Data DVD	1.00 each