



**Village of Savoy**

**Wednesday, May 6, 2020 – 7:00 p.m.**

**Village of Savoy Board of Trustees Meeting**

**Meeting Location:**

**Robert C. McCleary Municipal Center**

**611 North Dunlap Avenue, Savoy, IL**

**Note: The full Board of Trustees Meeting packet is now available at least 48 hours prior to the meeting on-line at: [www.village.savoy.il.us](http://www.village.savoy.il.us)**

**AGENDA - BOARD OF TRUSTEES MEETING**

**1. CALL TO ORDER AND ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC PARTICIPATION**

**4. CONSENT AGENDA**

A. MINUTES - Board of Trustees of 3-4-2020

B. MINUTES - Board of Trustees Study Session of 4-8-2020

C. MINUTES: - Board of Trustees of 4-22-2020

**5. OTHER AGENDA ITEMS- MAY BE DISCUSSED BUT NOT ACTED ON**

**6. BUSINESS**

A. APPROVAL OF SANITARY AND STORM SEWER ASSET MANAGEMENT PLANS – Need motion to approve a contract with Farnsworth Group to provide Asset Management Plans for our storm and sanitary sewer system for an amount not to exceed \$90,000

B. APPROVAL OF SIDEWALK INFILL ALONG WESLEY AVE. TO GRAHAM DR. – Need motion to approve contract with Cross Construction to complete the sidewalk infill proposed along Wesley Ave. and reconstruct the sidewalk ramps at northwest corner of Wesley Ave. and Graham Dr. intersection for a total amount of \$35,130

C. PURCHASE OF TORO GROUNDMASTER 4000-D- Need motion to approve the purchase of a Toro Groundmaster 4000-D Mower from MTI Distributing for an amount not to exceed \$60,000

D. PROCLAMATION – PROFESSIONAL MUNICIPAL CLERK’S WEEK

**7. STAFF REPORTS**

- A. CHAMPAIGN COUNTY SHERIFF'S DEPARTMENT
- B. ACTING VILLAGE MANAGER
- C. DIRECTOR OF PUBLIC WORKS/ENGINEER
- D. ZONING ADMINISTRATOR
- E. DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT
- F. VILLAGE CLERK
- G. VILLAGE ATTORNEY

**8. CORRESPONDENCE/THANK YOUS, MISC. – See Correspondence, etc. in your folder.**

**9. BOARD OF TRUSTEES COMMUNICATIONS**

**10. FUTURE MEETINGS (All meet at Robert C. McCleary Municipal Center, 611 N. Dunlap, unless otherwise noted) (SEE MAY 2020 CLERK'S CALENDAR)**

**11. ADJOURN**



# Village of Savoy

Robert C. McCleary Municipal Center  
611 North Dunlap Avenue  
Savoy, IL

**MINUTES OF**  
**BOARD OF TRUSTEES MEETING**

DATE: March 4, 2020

PLACE: ROBERT C. MCCLEARY MUNICIPAL CENTER  
611 North Dunlap Avenue  
Savoy, IL 61874

TRUSTEES PRESENT:

President Joan E. Dykstra  
Trustee John P. Brown  
Trustee Heather J. Mangian  
Trustee Jan Carter Niccum  
Trustee Dee Shonkwiler

TRUSTEES ABSENT:

Trustees A. J. Ruggieri and Bill Vavrik

STAFF/PERSONNEL  
PRESENT:

Levi Kopmann, Assistant Village Manager/  
Public Works/Engineer  
Dan Davies, Zoning Administrator  
Dennis Donaldson, Director of Planning & Econ. Dev  
Jesse Stephens, Assistant Director of Public Works  
Billie Jean Krueger, Village Clerk  
Brandon Martin, Director of Savoy Recreation Center  
Marc Miller, Village Attorney

STAFF/PERSONNEL  
ABSENT:

GUESTS PRESENT:

Lt. Tony Shaw, Champaign County Sheriff Dept.  
Larry Kanfer – The Human Festival of Savoy  
Mike Rumsey – The Human Festival of Savoy  
Lee Tucker, Jr., 9 Magnolia Ct., Savoy  
Pamela Pulcini, 4 Magnolia Ct., Savoy

CONVENED:

7:00 P.M.

ADJOURNED:

8:05 P.M.

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### **1. CALL TO ORDER AND ROLL CALL**

President Dykstra called the meeting to order at 7:00 p.m. Roll was called of President Dykstra and all Trustees with President Dykstra and all Trustees answering present, except Trustee A.J. Ruggieri and Trustee Bill Vavrik were absent, and a quorum declared.

### **2. PLEDGE OF ALLEGAIANCE**

President Dykstra led the Pledge of Allegiance to the flag.

### **3. PUBLIC PARTICIPATION**

President Dykstra asked if there was any public participation.

Public Participation as follows:

Pamela Pulcini, 4 Magnolia Ct., Savoy – She stated there had been a gutter drainage problem that goes all the way down the street to the commons area caused by a gutter in front of 4 Magnolia Ct. and has been going on for five years. She presented a packet of pictures showing the unsightly drainage problem that had caused deterioration of the road, made a bad odor, showed stagnant water causing breeding of mosquitos, and then the water was harmful to pets like dogs. She also stated she believes this is a health and safety issue and a contractor had slipped on the ice caused by the water drainage in the winter and then in the summer, there is mud.

Lee Tucker, Jr., 9 Magnolia Ct., Savoy - Mr. Tucker was also present and stated that Ms. Pulcini had taken the brunt of this drainage problem at 4 Magnolia Court the year round and stated the drainage in this area is just not what it used to be.

### **4. OTHER AGENDA ITEMS**

President Dykstra asked for other agenda items to be added. None were added

### **5. CONSENT AGENDA - APPROVAL OF MINUTES**

A. MINUTES - Board of Trustees of 2-12-2020 and 2-19-2020

**Trustee Shonkwiler made a motion to approve the Board of Trustees Minutes of 2-12-2020, as presented, and Board of Trustees Study Session Minutes of 2-19-2020, as presented, seconded by Trustee Brown;**

**By Trustee vote: Brown, yes; Mangian, yes; Niccum, yes; and Shonkwiler; yes;**

**Absent: Trustees Ruggieri and Vavrik**

**Motion carried.**

**6. BUSINESS**

**A. ORDINANCE NO. 2020-02 – ORDINANCE APPROVING A CONTRACT TO PURCHASE REAL ESTATE LOCATED AT 103 N. DUNLAP AVENUE AND 110 W. CHURCH STREET, SAVOY, ILLINOIS**

**Trustee Brown made a motion to pass Ordinance No. 2020-02, as presented, seconded by Trustee Shonkwiler;**

**By Trustee vote: Brown, yes; Mangian, yes; Niccum, yes; and Shonkwiler; yes;**

**Absent: Trustees Ruggieri and Vavrik**

**Motion carried.**

**B. HUMAN FESTIVAL EVENT FUND REQUEST BY LARRY KANFER**

Larry Kanfer presented the Request for Funding in the amount of \$11,500 for the Human Festival Event to be held on May 30, 2020. He stated it is hoped that the festival will grow each year and become a major event to help profile Savoy over time.

Trustee Shonkwiler stated he was 100% behind this event and would be in favor granting the funding request of \$11,500 and believed it would benefit Savoy.

Trustee Mangian stated she also was in favor of approving the funding request of \$11,500.

Levi Kopmann asked if they would need volunteers from Savoy Village Staff. Kanfer said no, Village Staff would not be required, only if they wanted to volunteer.

Mike Rumsey stated they have had very good and positive feedback from volunteers and have over 100-110 firm people that have volunteered.

President Dykstra shared the Human Festival Facebook page.

Trustee Niccum questioned whether the U of I will be paying for the police and fire coverage for the Human Festival Event. Larry Kanfer stated Tim Bannon at the Airport said he had taken care of those costs.

Trustee Niccum stated that from past performances, like Orchard Days, and possible weather conditions in May that might hamper this event, he could not support approving the \$11,500 funding request.

Trustee Shonkwiler stated there is only one event that is outside and that is the Human Race 5K on the Runway and all other event are inside.

Trustee Mangian stated runners run in the rain and she has no problem with the weather.

Brandon Martin, Director of the Savoy Recreation Center, stated there will be an indoor pickleball tournament and a fitness program inside from 12-6 pm.

Trustee Brown questioned where Savoy would get the funds to pay for this request.

Kopmann stated he believed it would come from the general fund.

Attorney Miller quickly researched and stated that Savoy could use the hotel/motel tax money to pay for this funding request of \$11,500.

Trustee Brown stated he was uncomfortable about approving the requested funding, because of how much the Village had to spend on Orchard Days, but, after looking at the Funding Request Packet provided by Larry Kanfer, he feels more comfortable now about approving it, but did warn Kanfer about the possibility of additional expenses.

President Dykstra stated that Tim Bannon at the Airport told her that they were willing to absorb the total costs without the Village of Savoy.

Trustee Mangian stated that Body n'Sole were volunteering to handle the 5K run and the owner of Body n'Sole manages the Illinois Marathon.

**Trustee Shonkwiler made a motion to approve the request for funding for the Human Festival of Savoy Event in the amount of \$11,500, as presented, to be held May 30, 2020, seconded by Trustee Mangian;**

**By Trustee vote: Brown, yes; Mangian, yes; Niccum, no; and Shonkwiler; yes;**

**Absent: Trustees Ruggieri and Vavrik**

**Motion carried.**

## **7. STAFF REPORTS**

### **A. ASSISTANT VILLAGE MANAGER/PUBLIC WORKS/ENGINEER and ASSISTANT DIRECTOR OF PUBLIC WORKS**

Assistant Village Manager/Public Works/Engineer, Levi Kopmann, stated he had no Assistant Village Manager report as yet for the month of February, since he just taken over this role on 3-1-2020. He stated he had been working the Curtis Road Grade Separation grant and the grant for the First Street Bike Path Project.

Trustee Niccum asked Kopmann about the status of another fire station east of Dunlap Avenue. Kopmann stated he believed it would be best to wait on the outcome of the grant for the Curtis Road Grade Separation.

Discussion was held between Kopmann and the Trustees about their concerns for Savoy citizens for the Colbert Park ongoing problems and the possibility of an automatic gate used at night when the Park is closed.

Kopmann stated that a camera is going to be put up at the entrance which might help the ongoing vandalism problem.

Trustee Mangian requested that the Magnolia Court drainage problem be revisited.

Mangian stated she has concern over the Prospect Avenue foam inserts popping up and the striping not lasting.

Jesse Stephens stated the Prospect Avenue problems were weather related and, as soon as the weather warms up, can be resolved.

**B. ASSISTANT DIRECTOR OF PUBLIC WORKS**

Assistant Director of Public Works, Jesse Stephens, presented the Public Works Report for the month of February, 2020.

**C. ZONING ADMINISTRATOR**

Dan Davies, Zoning Administrator, presented the Zoning Report for the month of February, 2020, together with Building Permit Detail Report for the month of February, 2020. Dan also encouraged President Dykstra and all Trustees to attend the upcoming Plan Commission on Monday, 3-23-2020, for an informal discussion regarding redevelopment of the grain elevator and Stark storage properties.

**D. DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT**

Dennis Donaldson presented his written monthly report for the month of February, 2020 to President Dykstra and the Trustees.

**E. CLERK**

Billie Krueger presented the Village Clerk's written monthly report for the month of February, 2020.

**F. VILLAGE ATTORNEY**

Village Attorney Marc Miller presented his February, 2020 Status Report.

**G. CHAMPAIGN COUNTY SHERIFF'S OFFICE REPORT**

Lt. Tony Shaw was present to give a report from the Champaign County Sheriff's Department for the month of February, 2020 as follows:

- Colbert Park – ongoing problems, working on camera to be installed
- The Human Festival of Savoy – Champaign County Deputies will take care of Savoy jurisdiction during this event; U of I Airport will be in charge of security, etc. for their jurisdiction.
- April – Dedicated to distracted drivers in Savoy.
- Trustee Niccum asked Lt. Shaw about reports of gun fire noise about two weeks ago in Savoy and was he aware of this. Trustee Brown also stated he had heard this gun fire noise also. Lt. Shaw stated he was not aware of this at all.

**8. BOARD OF TRUSTEES COMMUNICATIONS**

- President Dykstra canceled the BOT Study Session of 3-11-2020
- Trustee Niccum gave an update on Champaign Unit 4 School District on the International Prep Academy School
- Trustee Mangian thanked all Village Staff on the great Open House for Village Manager, Retired, Dick Helton

**9. ADJOURN**

There being no further business to come before the open and public Board of Trustees meeting, President Dykstra adjourned the meeting at 8:05 p.m.

Respectfully Submitted,

*Billie Jean Krueger*

Billie Jean Krueger, Village Clerk

This meeting was recorded.

Approved this \_\_\_\_ day of <sup>May</sup>~~April~~, 2020.

*Billie Jean Krueger*



**Village of Savoy**

**Robert C. McCleary Municipal Center  
611 North Dunlap Avenue  
Savoy, IL**

**MINUTES OF**  
**BOARD OF TRUSTEE STUDY SESSION**

**DATE:** April 8, 2020

**PLACE:** ROBERT C. MCCLEARY MUNICIPAL CENTER  
611 North Dunlap Avenue  
Savoy, IL 61874

**TRUSTEES PRESENT:** President Joan E. Dykstra, Trustees John Brown,  
Dee Shonkwiler, and Bill Vavrik

**TRUSTEES PRESENT  
VIA VOICE**

**CONFERENCE CALL:** Trustees Jan Niccum and Heather Mangian

**TRUSTEES ABSENT:** A. J. Ruggieri

**OFFICERS AND**

**PERSONNEL PRESENT:** Levi Kopmann, Acting Village Manager  
Billie Jean Krueger, Village Clerk  
Dennis Donaldson, Village Treasurer  
Jesse Stephens, Assistant Director of Public Works  
Jason Dillingham, Savoy Fire Chief  
Lon Pitcher, Assistant Savoy Fire Chief

**CONVENED:** 7:00 P.M.

**ADJOURNED:** 9:00 P.M.

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**1. CALL TO ORDER and ROLL CALL TAKEN**

Chairman Brown called the monthly open and public Board of Trustees Study Session to order at 7:00 p.m. Roll was called of President Dykstra and the Trustees, with all answering present, Trustees Niccum and Mangian answering present via voice conference call, and Trustee Ruggieri was absent, and a quorum declared.

2. BUSINESS:

A. DRAFT OF PROPOSED FY2020-21 ANNUAL SERVICE PLAN & BUDGET

Chairman Brown stated that the Village Clerk had not received any phone calls or emails for public comment on the proposed Budget.

Levi Kopmann, Acting Village Manager, presented the Annual Service Plan & Operating Budget for Fiscal Year 2020-21. He specifically pointed out the following:

- Revenues from several taxes, including sales, income, gaming, and hotel-motel were reduced significantly from projections over the last few years. He is estimating this type of revenue to be reduced by 70% for 6 months as a precaution.
- Savoy's health plan will remain the same. Estimates included are based on quotes from our provider.
- Recreation Center revenues are reduced due to COVID-19. Staff also anticipates sending refunds for camps that have already been canceled.
- A study for a second fire station on the east side of the railroad is included, but this item depends on grants for the Curtis Road Grade Separation Project.
- Savoy's TIF Fund proposes significant investments in the grain elevator demolition and the recent purchase of the Brown-Woods property.
- The Sewer Fund includes engineering services for a sewer asset management plan
- Because Prospect Avenue will not be completed before the end of this fiscal year, the money originally allotted in the MFT Fund in 2019-29 will be moved into this proposed year.
- In the Capital Improvement Fund, the sidewalk infill line item has been increased. This will help facilitate construction of pathways through William Smith Park at Prairie Fields, and sidewalk construction at the corner of Wesley and Graham.
- Half of the money allocated for Pheasant Lane will be paid in the 2020-21 fiscal year.

- Improvements to Magnolia Court are included in the Capital Improvement Fund. The proposed funds will provide drainage relief and addition of sidewalks, since there are currently no sidewalks in Magnolia Court.

Chairman Brown stated he was concerned about how much income Savoy will be losing and asked Kopmann if IML had given him any loss of income amount from sales tax. Kopmann stated no, but he had overstated the sales tax revenues.

Kopmann went over the Budget page by page with questions or comments by President Dykstra and the Trustees as follows:

Trustee Niccum commented that on page 1, Line 331-Building Permits, he felt the \$55,000 amount was optimistic based on the economy.

Trustee Dykstra commented on page 1, Line 321-Liquor Licenses might have to be prorated if requested by certain Savoy liquor license holders.

Kopmann explained page 2. No questions about this page.

Page 3 – General Fund – Administration. Kopmann pointed out the need to develop a job description and begin the process of hiring and filling the full time position of Director of Planning & Economic Development and also to reach an agreement to spend the \$1.5 million TIF Fund so it won't be lost, possibly some of it on demolition of grain elevator and purchase remaining property on Route 45 to secure the area for Village Square concept near Dunlap Avenue and Church Street.

Page 4 – General Fund – Administration continued.

Kopmann stated that Savoy's Group Health insurance had increased by 15%

Page 5 – Community Recreation Center

Kopmann stated that the Director of the Savoy Recreation Center was not present. Discussion was held on the best way to adapt to COV-19 effect on membership, staffing, and programming.

Trustee Vavrik stated he believed now is the time to help keep the Recreation Center open, even if we have to continue funding it, and Trustee Dykstra commented how much it is an amenity for the citizens of Savoy.

Trustee Shonkwiler commented that even though he has always been an advocate for the addition of outdoor pickleball courts, it is good that project is not in the budget. Kopmann stated we can always amend the budget later.

#### Page 7 – Public Works

Jesse Stephens, Assistant Director of Public Works, stated there were not a lot of changes, but one change was being that a Public Works employee is now helping the Savoy Fire Department with any equipment maintenance to their fire trucks that are needed and that is working out very well. So, there was an increase in that fund for tools and equipment. Jesse also stated he had raised the building maintenance amount and traffic equipment repairs that were much needed.

Stephens also commented on some Public Works vehicles that were in bad shape. He asked for guidance from the Trustees on replacements.

#### Page 10 – Economic Development & Tourism

Dennis Donaldson presented this Fund Budget.

Trustee Niccum asked if the check of \$11,500 had been sent out for the Human Race event scheduled for 5-31-2020? Levi Kopmann stated no check had been sent out yet and he believed the event had been canceled.

Trustee Vavrik stated that with the economic incentives being underspent, it would be wise to figure out a smart way to spend this fund.

Trustee Shonkwiler questioned if the economic incentives line item could be used for salary for a new Director of Planning and Economic Development.

Trustee Shonkwiler stated that a replacement plan would be good to have for the Public Works Dept. Trustee Mangian stated she agreed with Trustee Shonkwiler.

#### Page 11 – General Fund – Capital Fund Transfers

Levi Kopmann explained these line items.

Page 12- Fire Department Fund – Service Objectives & Service Plan

Savoy Fire Chief Jason Dillingham explained the changes that were needed in this Fund and that will be updated in the final budget.

Pages 13 & 14 – Fire Department Fund

Fire Chief Dillingham explained that these pages need to be corrected, especially in wage increases and equipment replacements.

Trustee Niccum commented how important he believed the Fire Station Study on the east side of the railroad tracks, since over half of the Savoy residents live in this area and this line item should be pushed.

Trustee Vavrik asked about the METCAD updates. Dillingham stated the buy in was \$12,000 in addition to the \$15,000 budgeted.

Trustee Vavrik also asked what is the plan for staffing of firefighters. Dillingham stated presently there are 28 firefighters and he has a staffing proposal to be presented at a later date.

Trustee Brown stated the Trustees need to prioritize the funding requests presented by the Fire Department. Trustee Shonkwiler agreed also and said we will also have more runs to the west.

Page 15 & 16 – Village Property Fund

Trustee Dykstra stated she wondered what the downturn would be and will we be losing tenants.

Page 17 & 18 – Tax Increment Finance Redevelopment Project Fund-TIF 1 Old Town

Kopmann stated Savoy needs to push using the TIF funds for demolition of the grain elevator,

Page 21 & 22 – Sewer Fund

Kopmann stated the need to prioritize a plan for the Sewer Fund.

Page 31 – Capital Improvement Fund – 5 year  
Kopmann presented a 5 year plan for the Capital Improvement Fund.

There was a consensus of the Trustees to cancel the BOT meeting of 4-15-2020 to give Kopmann more time to revise the Budget after tonight's meeting and possibly schedule a BOT meeting for 4-22 or 4-29 for the budget adoption.

3. ADJOURN:

There being no further business to come before the open and public Board of Trustees Study Session meeting, Chairman Brown adjourned the meeting at 9:00 p.m.

Respectfully Submitted,

*/S/ Billie Jean Krueger*

**Billie Jean Krueger, Village Clerk**

**This meeting was recorded.**

Minutes approved this \_\_\_\_ day of May, 2020.

*/S/ Billie Jean Krueger*



# Village of Savoy

Robert C. McCleary Municipal Center  
611 North Dunlap Avenue  
Savoy, IL 61874

MINUTES OF  
BOARD OF TRUSTEES MEETING

DATE: April 22, 2020

PLACE: Robert C. McCleary Municipal Center  
611 North Dunlap Ave.  
Savoy, IL 61874

TRUSTEES PRESENT: President Joan Dykstra, Trustees John Brown  
And Dee Shonkwiler,

TRUSTEES PRESENT  
VIA VOICE  
TELECONFERENCE

CALL: Trustees Heather Mangian, Jan Niccum, and Bill Vavrik

TRUSTEES ABSENT: A. J. Ruggieri

OFFICERS AND

PERSONNEL PRESENT: Levi Kopmann, Acting Village Manager  
Dennis Donaldson, Village Treasurer  
Jason Dillingham, Savoy Fire Chief  
Lon Pitcher, Assistant Savoy Fire Chief  
Brandon Martin, Director of Savoy Rec. Center  
Billie Jean Krueger, Village Clerk

OFFICERS AND

PERSONNEL ABSENT:

CONVENED: 7:00 P.M.

ADJOURNED: 7:55 P.M.

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**1. CALL TO ORDER, ROLL TAKEN, QUORUM DECLARATION**

President Dykstra called the meeting to order at 7:00 p.m. with roll call taken of President Dykstra and all Trustees, with President Dykstra and all Trustees answering present, as follows: Trustee Brown, present, Trustee Shonkwiler, present, Trustee Niccum, present via voice teleconference call, Trustee Mangian, present via voice teleconference call, and Trustee Vavrik, present via voice teleconference call, except trustee A. J. Ruggieri was absent, and a quorum declared.

**2. PLEDGE OF ALLEGIANCE**

President Dykstra led the pledge of allegiance to the flag.

**3. PUBLIC PARTICIPATION**

None Received.

**4. OTHER AGENDA ITEMS**

President Dykstra asked if there were other agenda items to be added. No other agenda items were added. Trustee Niccum asked for clarification if yard sales were permitted in Savoy at this time.

**5. BUSINESS**

**A. RESOLUTION 2020R-03 – VILLAGE OF SAVOY FY 2020-21 ANNUAL SERVICE PLAN & OPERATING BUDGET**

**Trustee Brown made a motion to pass Resolution No. 2020R-03, as presented, seconded by Trustee Shonkwiler;**

**Discussion on Budget:**

Acting Village Manager, Levi Kopmann, presented his Memo regarding the proposed FY 2020-21 Annual Service Plan and Operating Budget. He pointed out that this budget estimated revenues were closer to a 30% reduction in the affected revenues from the COVID-19 virus.

Kopmann also pointed out that the Magnolia Court Project estimate for FY2020-21 had been reduced from \$300,000 to \$115,000 and mentioned the Drainage Report from Fehr Graham

Questions and comments from the Trustees on the budget were as follows:

Trustee Mangian stated that after a review of the draft budget, many of her questions had been answered and she was glad the Magnolia Court project was included, and she believed it was a good resolution.

Trustee Niccum questioned the sidewalk infill project increase and the painting and video monitors in the Board of Trustees Room.

Trustee Niccum also questioned why the replacement for the Public Works dump truck was not included. Kopmann stated that could always be revisited later in the year.

Trustee Shonkwiler commended Levi on an excellent job on preparing this proposed budget.

Trustee Brown stated he totally agreed with Trustee Shonkwiler and believed that Kopmann did a good job not knowing what revenue would be affected by the COVID-19 situation. Also, he was glad the upgrades that the Fire Department had requested were in the budget.

Trustee Vavrik questioned using the Village's funds for the Magnolia Court Project, because he believed it was an ordinance violation, but he understood it was a drainage issue.

Trustee Vavrik stated he believed the Fire Department Study needed to be accelerated. Trustee Brown stated he agreed with that also.

Brandon Martin pointed out two large items that were included in the budget:

1. Replacement of lights in the gym that would be more efficient.
2. Sound reduction barriers in the Activity Room that were very much needed.

Trustee Niccum stated that a splash pad that had been talked about at the Recreation Center should not be at that location. Also, he believed that a rehab of the tennis courts should be included and then they could be used as pickleball courts, because planning them to the west of the Recreation Center was not a good location.

**By Trustee Vote on motion to pass Resolution No. 2020R-Budget**

**Adoption FY 2020-21:**

**Ayes: Brown and Shonkwiler**

**Vote Ayes Via Voice Teleconference call: Mangian, Niccum, and Vavrik**

**Nays: None**

**Absent: Ruggieri**

**Motion carried.**

**B. RESOLUTION NO. 2020R-04 – ARBOR DAY**

**Trustee Brown made a motion to pass Resolution No. 2020R-04, as presented, seconded by Trustee Mangian;**

**By Trustee Vote:**

**Ayes: Brown and Shonkwiler**

**Vote Ayes Via Voice Teleconference call: Mangian, Niccum, and Vavrik**

**Nays: None**

**Absent: Ruggieri**

**Motion carried.**

**C. ORDINANCE NO. 2020-03 – AN ORDINANCE AMENDING THE 2020 LIQUOR LICENSE TO EXTEND THE RENEWAL DATE TO AUGUST 1, 2020 AND WAIVE/PRORATE FEES FOR MONTHS ESTABLISHMENTS ARE CLOSED DUE TO COVID-19 EMERGENCY ORDERED SHUT DOWN**

**Trustee Brown made a motion to pass Ordinance No. 2020-03, as presented, seconded by Trustee Shonkwiler**

**Discussion:**

Kopmann was asked how many liquor license holder businesses he believed would be affected by the Emergency Order Shutdown regarding liquor sales in Savoy. Kopmann stated he believed 13-14 businesses could be affected.

**By Trustee Vote:**

**Ayes: Brown and Shonkwiler**

**Vote Ayes Via Voice Teleconference call: Mangian, Niccum, and Vavrik**

**Nays: None**

**Absent: Ruggieri**

**6. STAFF REPORTS**

**A. SAVOY VILLAGE TREASURER**

President Dykstra and the Trustees reviewed the Treasurer's Check Register – Schedule of Accounts Payable for checks issued from 03/01/20 through 03/31/20.

**Trustee Brown moved to approve and pay the Schedule of Accounts Payable for the month ending March 31, 2020, as presented, seconded by Trustee Shonkwiler;**

**By Trustee Vote:**

**Ayes: Brown and Shonkwiler**

**Vote Ayes Via Voice Teleconference call: Mangian, Niccum, and Vavrik**

**Nays: None**

**Absent: Ruggieri**

#### **B. SAVOY FIRE DEPARTMENT**

President Dykstra and the Trustees reviewed the Savoy Fire Department Monthly Alarm Response Summary for the period 3/01/2020 through 03/31/20 showing a total of 28 Alarm Responses, together with the Savoy Fire Monthly Report Incident List for the period of 3/01/20 through 3/31/20 presented by Fire Chief Jason Dillingham.

Chief Dillingham also mentioned that the Fire Dept. was able to get all the PPE supplies they needed and now had a two-month supply.

Trustee Niccum questioned all the false alarms the Fire Department makes to Parkview. Chief Dillingham stated he met with the new management at Parkview and they had paid all their fines that were due for the false alarms.

#### **C. SAVOY RECREATION CENTER**

President Dykstra and the Trustees reviewed the Director of the Savoy Recreation Center's Monthly Report for March, Membership Usage Report, Reservation Master Report, Gymnasium Schedule, Gymnasium (2) Schedule, Gym Court 1 Schedule, Gym Court 2 Schedule, Pickleball Gym Schedule, Activity Room Schedule, Activity Room (2) Schedule, Multipurpose Room Schedule, Burwash Pavilion at Burwash Park, Colbert Pavilion (small playground), Colbert Pavilion (Small pond), and Colbert Pavilion (large).

Martin stated that since the Recreation Center was closed, some of the full-time employees at the Recreation Center had been working with the Public Works Department. Also, he had been working with Jesse and Levi on updating changes on state mandates at the Recreation Center.

**7. BOARD OF TRUSTEES COMMUNICATIONS**

Trustee Niccum asked for clarification if yard sales were allowed in Savoy at this time. President Dykstra stated no, and she believed this was a state mandate.

**8. CORRESPONDENCE, THANK YOU'S –**

None

**9. ADJOURN**

There being no further business to come before the Board of Trustees meeting, President Dykstra adjourned the open and public Board of Trustees meeting at 7:55 pm.

Respectfully Submitted,  
*/S/ Billie Jean Krueger*  
Savoy Village Clerk

**This meeting was recorded.**

Approved this \_\_\_\_ day of May 2020.  
*/S/ Billie Jean Krueger*

TO: President Dykstra; Board of Trustee Members  
FROM: Levi Kopmann, Acting Village Manager  
DATE: April 30<sup>th</sup>, 2020  
RE: Approval of Sanitary and Storm Sewer Asset Management Plans

Attached to this memo you will find a proposed Storm Sewer Asset Management Plan and Sanitary Sewer Asset Management Plan. Staff has worked with Farnsworth Group to put together a plan that we feel will assist Public Works and the Board of Trustees determine maintenance and capital project priorities for our sewer systems. As a summary of the project, the main deliverables are as follows:

1. Inventory of all storm and sanitary sewer structures into our GIS program.
2. Creation of electronic copies of all subdivision and capital project plans.
3. Opinion of annual maintenance spending needed to adequately upkeep our systems based on our performance expectation levels.
4. Assessment of future capital projects to improve deficiencies in our system.
5. Future capital projects associated with possible land development.

Over the years, staff has compiled this data, and to some degree adjusted our annual spending to reflect what we believe is necessary to keep our sewers in good condition. Approving this service will provide us with a formalized version of our future plans and expectations. More importantly, it will provide a document that the Board of Trustees can use when determining future budget needs.

Please review the attached documents and let me know if you have any questions or concerns. Farnsworth will have staff available at the board meeting on May 6<sup>th</sup> to help answer any questions.

Staff recommendation is to approve a contract with Farnsworth Group to provide Asset Management Plans for our storm and sanitary sewer systems for an amount not to exceed \$90,000.

## EXHIBIT A

### FORM OF TASK ORDER

#### TASK ORDER

This Task Order (this "**TO**") is entered into as of the 28<sup>th</sup> day of April, 2020, between the Village of Savoy ("**Company**") and Farnsworth Group, Inc. ("**Service Provider**"). This TO is entered into pursuant to, and shall be subject to, the terms and conditions of that certain Master Professional Services Agreement dated as of April 28, 2020 (the "**Agreement**") between Company and Service Provider. Capitalized terms used and not defined in this SOW will have the meanings ascribed to them in the Agreement.

#### PROJECT SCOPE:

Service Provider will provide the following Services:

- Review and take inventory of all current Village sanitary sewer maps and planning documents.
- Scan all maps, figures, and exhibits for which there is no electronic version on file.
- Identify areas within the Village study area that are currently unmapped or for which there is insufficient existing data available. Perform limited field reconnaissance to acquire missing data.
- Review findings with Village and compile design/planning considerations to support the different sections of the Sanitary Asset Management Report discussed below.

#### DELIVERABLES:

Service Provider will provide the following Deliverables:

- Electronic PDFs of all scanned maps and other related documents.
- GIS layer updated with all known sanitary sewer networks within the Village.
- Sanitary Asset Management Report, outlining:
  - Inventory of existing sanitary infrastructure\*
  - Identification of developed areas with insufficient coverage\*
  - Discussion of target development areas\* and future infrastructure needs to serve them
  - Inventory of previous Village planning documents\* and the areas these plans covered
  - Identification of target areas, developed or undeveloped, unaccounted for by past planning documents
  - Outline of proposed improvements at unaccounted areas
  - Sortable table/chart summarizing future sanitary improvement projects
    - Projects will be sorted or prioritized based on specific parameters, including:
      - level of overall ranking
      - Schematic Design level estimated construction costs (in today's dollars)
      - locations/area within the Village
      - developed or undeveloped target areas
      - other prioritization methods the Owner desires
  - Unbiased recommendation for annual maintenance budgets
- A "big picture" Village map showing existing infrastructure, collection areas, and proposed improvements with keyed designations that refer back to the Asset Management Report.

*\*Denotes items reliant on direct feedback or data/plans/maps/models provided by the Village of Savoy. System modeling is only anticipated in key problem areas or in finite areas of planned development.*

#### SCHEDULE & MILESTONES:

Schedule requirements are not presently identified by the Village. However, it is anticipated that all services will be rendered and all deliverables will be submitted to the Village this year (2020).

FEES:

Farnsworth Group, Inc. proposes to provide the described services based on hourly charges for an estimated not-to-exceed total of \$45,000. If the cost of the project increases significantly after the contract is executed, the fee may be adjusted at that time.

FARNSWORTH GROUP, INC.

FARNSWORTH GROUP, INC.

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VILLAGE OF SAVOY, IL

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#### PROJECT SCOPE:

Service Provider will provide the following Services:

- Review and take inventory of all current Village drainage maps and planning documents.
- Scan all maps, figures, and exhibits for which there is no electronic version on file.
- Identify areas within the Village study area that are currently unmapped or for which there is insufficient existing data available. Perform limited field reconnaissance to acquire missing data.
- Review findings with Village and compile design/planning considerations to support the different sections of the Stormwater Asset Management Report discussed below.

#### DELIVERABLES:

Service Provider will provide the following Deliverables:

- Electronic PDFs of all scanned maps and other related documents.
- GIS layer updated with all known storm sewer networks within the Village.
- Stormwater Asset Management Report, outlining:
  - Inventory of existing drainage infrastructure\*
  - Identification of developed areas with insufficient coverage\*
  - Discussion of target development areas\* and future infrastructure needs to serve them
  - Inventory of previous Village planning documents\* and the areas these plans covered
  - Identification of target areas, developed or undeveloped, unaccounted for by past planning documents
  - Outline of proposed improvements at unaccounted areas
  - Sortable table/chart summarizing future drainage improvement projects
    - Projects will be sorted or prioritized based on specific parameters, including:
      - level of overall ranking
      - Schematic Design level estimated construction costs (in today's dollars)
      - locations/area within the Village
      - developed or undeveloped target areas
      - other prioritization methods the Owner desires
  - Unbiased recommendation for annual maintenance budgets
- A "big picture" Village map showing existing infrastructure, drainage areas, and proposed improvements with keyed designations that refer back to the Asset Management Report.

*\*Denotes items reliant on direct feedback or data/plans/maps/models provided by the Village of Savoy. System modeling is only anticipated in key problem areas or in finite areas of planned development.*

#### SCHEDULE & MILESTONES:

Schedule requirements are not presently identified by the Village. However, it is anticipated that all services will be rendered and all deliverables will be submitted to the Village this year (2020).

FEES:

Farnsworth Group, Inc. proposes to provide the described services based on hourly charges for an estimated not-to-exceed total of \$45,000. If the cost of the project increases significantly after the contract is executed, the fee may be adjusted at that time.

FARNSWORTH GROUP, INC.

FARNSWORTH GROUP, INC.

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Date



**To:** President Joan Dykstra & Board of Trustees  
**From:** Jesse Stephens, Assistant Director of Public Works  
**Date:** 4/30/2020  
**Re:** Approval of Sidewalk Infill along Wesley Ave. to Graham Dr.

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### **Sidewalk infill project**

As part of the FY 2020-2021 Operating and Capital Budget, the Public Works Department has requested to use funds out of the sidewalk infill budget, to add public sidewalk along Wesley Ave. This will fill in the existing gap from 309 Wesley Ave. south to the Graham Drive intersection. We are also requesting to remove and replace the sidewalk ramps at the northwest corner of the Wesley and Graham intersection to bring them up to ADA compliance.

Removal of two trees and grinding of the stumps will need to be done before the project can start (this work to be done by the Public Works Department). The scope of work will entail installing approximately 330 linear feet of 5' wide sidewalk with a 6" thick rock base. Removal and replacement of driveway approaches that are affected is also included. Removal and replacement of the sidewalk ramps at the north west corner of the intersection of Wesley Ave. and Graham Dr. Rough back fill when done.

We have requested bids from three contractors. The prices are listed below:

Duce Construction Company - \$41,616

Feutz Contractors, Inc. - \$40,200

Cross Construction - \$35,130

**Staff Recommendation: Approve contract with Cross Construction to complete the sidewalk infill proposed along Wesley Ave and reconstruct the sidewalk ramps at northwest corner Wesley Ave. and Graham Dr. intersection for a total amount of \$35,130.**

Thank you for consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

*Jesse Stephens, Assistant Director of Public Works*



**To:** President Joan Dykstra & Board of Trustees  
**From:** Jesse Stephens, Assistant Director of Public Works  
**Date:** 4/30/2020  
**Re:** Purchase of a Toro Groundmaster 4000-D

---

**Purchase of a Toro Groundmaster 4000-D Mower**

As part of the FY 2020-2021 Operating and Capital Budget, the Public Works Department has requested the purchase of a Toro Groundmaster 4000-D Mower for use in our parks and grounds maintenance operations. This piece of equipment will be vital to our day to day mowing operations to keep the Village Parks and Grounds looking beautiful.

Utilizing the Illinois State Contract Pricing – Contract #4018513, MTI Distributing has supplied a quote for the Village to order a Toro Groundmaster 4000-D mower in the amount of \$53,550.03. While the Department expects this amount to be sufficient, we ask that the Board approve the purchase of a Toro Groundmaster 4000-D Mower for an amount not to exceed \$60,000 to cover any additional costs not accounted for in the original bid. The amount allocated for this purchase in the recently passed Operating and Capital Budget is \$60,000.

**Staff Recommendation: Approve the purchase of a Toro Groundmaster 4000-D Mower from MTI Distributing for an amount not to exceed \$ 60,000.**

Thank you for consideration of this request. If there are any questions or concerns, please do not hesitate to contact me.

*Jesse Stephens, Assistant Director of Public Works*

**TORO**

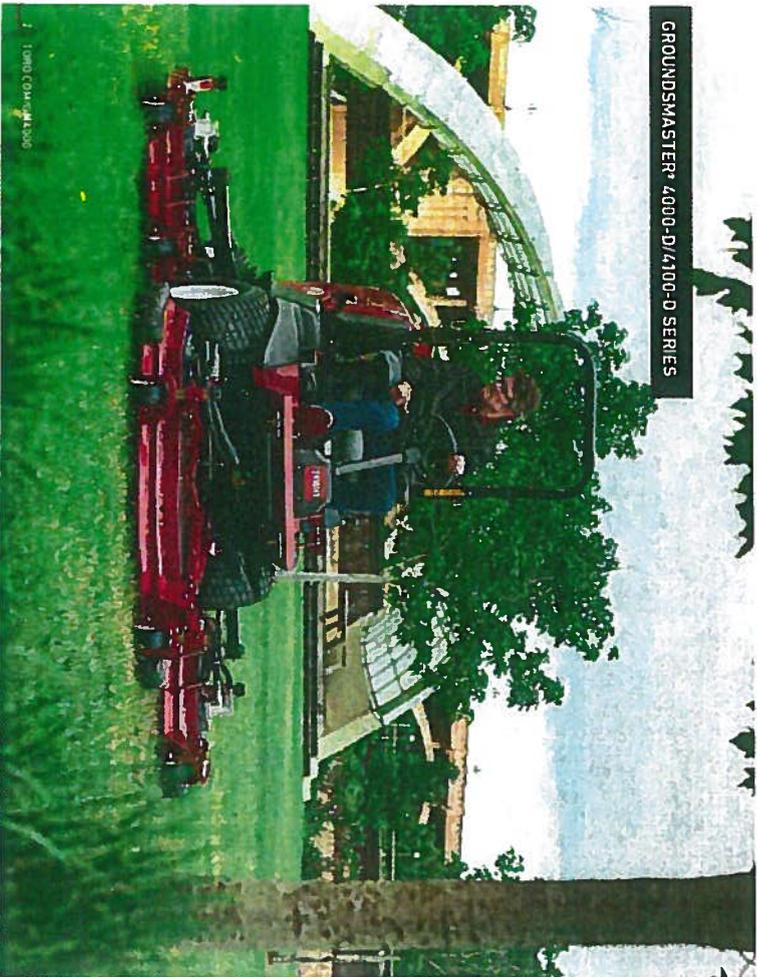
Count on it.

**GROUNDMASTER® 4000-D/4100-D**  
WIDE AREA ROTARY MOWERS



**TAKE YOUR PRODUCTIVITY  
TO NEW LEVELS.**

**GROUNDMASTER® 4000-D/4100-D SERIES**



1 800 634-4400

**COMMON FEATURES OF GROUNDMASTER® 4000-D/4100-D SERIES MOWERS**

**4000-D & 4100-D series mowers deliver power, durability & excellent quality of cut.** These machines are the workhorses of turf maintenance. With powerful engines, nimble operators, variability of cutting width, and four-wheel drive, there are no other mowers in its class that can maintain the diversity of landscapes as efficiently while leaving a consistent, maintained appearance.



**OPTIONAL ALL-SEASON CAB**  
All-season comfort with heat and air conditioning. (4000-D and 4100-D)



**SMART COOL™**  
Automatically reverses cooling fan to blow off radiator screen cloth to help prevent overheating.



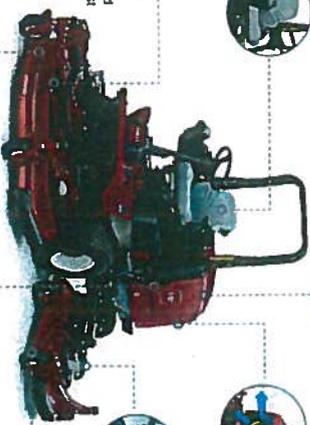
**MAINTENANCE**  
Quick and easy access to all major service areas.



**AIR-RIDE SEAT**  
All-day operator comfort for greater productivity.



**DURABILITY**  
Heavy-duty 7-gauge steel decks with bulldozing bumpers and the industry's toughest spindle assembly for extended product life.



**SMART POWER®**  
Automatically adjusts ground speed when encountering heavy cutting conditions, providing a consistent quality of cut.



**UNMATCHED POWER**  
Yanmar® 65 hp (48 kW) turbo-charged diesel engines provide ample power to mow in the toughest conditions.



**HYBRID-DRIVE™ CUTTING DECKS**  
Works in conjunction with the Smart Power™ system, providing optimal power to the cutting blades.



**VARIABLE CUTTING WIDTHS**  
Versatility in both wide area and trim mowing applications, depending on deck operation. And the ability to achieve a "zero uncut circle, leaving no uncut grass in turfs."



GROUNDMASTER® 4000-D/4010-D

JOHN DEERE

## GROUNDMASTER® 4000-D/4010-D

**A highly productive deck design allowing precise trimming or wide area mowing.**

The three-deck design of the Groundsmaster 4000-D and 4010-D provides superior ground-following ability for excellent quality of cut result. Additionally, the variable on-the-fly cutting widths of 5, 8 or 11 feet, along with flexible, zero uncut circle capability, allows maintaining diverse landscapes from tight turn arcs to wide open fields all with one machine.



Groundsmaster 4000 D



Groundsmaster 4010 D



### PRODUCTIVITY IN UNEVEN TERRAIN

The ground-follower system stays tight to the ground, making a much easier turn around an object. On a hillside, sensor leveling the lift in the yard or driveway.



### PRODUCTIVITY AT EVERY TURN

The flexible mower deck, that detaches in 30 seconds, allows the rear deck to lift and back and forth when you turn or drive.



MTI Distributing  
Equipment Proposal  
April 21, 2020



Expiration Date: 5/21/2020

Neil Overmyer  
Village of Savoy

**ILLINOIS STATE CONTRACT PRICING - CONTRACT #4018513**

Qty	Model Number	Description	MSRP	IL State Contract Price
1	30609	Groundsmaster 4000-D 55hp Yanmar Liquid Cooled Diesel Engine, 4WD, 11' Tri-Deck Rotary Mower, Air Ride Seat Suspension, Deluxe Seat, Adjustable Arm Rests, Intergrated Control Hub with InfoCenter Onboard LCD Display, SmartCool Auto-Reversing Cooling Fan & 2-Post ROPS	\$83,558.00	\$52,887.63
1	30669	Universal Sunshade, White	\$736.00	\$662.40
<b>TOTALS</b>				
Equipment Total				\$53,550.03
6.25% Sales/Use Tax				Exempt
<b>Total</b>				<b>\$53,550.03</b>

Quote is valid for 30 days

New Toro commercial equipment comes with a two-year manufacturer warranty

Equipment delivery at no additional charge

All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

JP Bliss  
Outside Sales Representative  
314-873-3322

Karen Wangenstein  
Inside Sales Representative  
763-592-5643

MTI Distributing, Inc. • 8901 Springdale Avenue • Berkeley, MO 63134



***Proclamation***

***51st ANNUAL PROFESSIONAL MUNICIPAL CLERK'S WEEK***

***May 3 - May 9, 2020***

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

*Now, Therefore, I, Joan E. Dykstra, President of the Village of Savoy, do recognize the week of May 3 through May 9, 2020, as Professional Municipal Clerk's Week, and further extend appreciation to our Professional Municipal Clerks **Billie Jean Krueger and Kim Leese**, as well as to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*Dated this 6<sup>th</sup> day of May, 2020*

-----  
*Joan E. Dykstra*  
*President*

*Attest:* -----  
*Billie Jean Krueger*  
*Municipal Clerk*

Village Manager's Report  
April 2020

Although the Corona Virus has significantly changed our day to day operations, staff has continued to provide all of our necessary services to the public. More importantly, we have done so safely. We will continue to adjust our operations as state and federal guidelines change, and plan to do so without increasing the risk to our staff.

Included below are items that have progressed over the month of April:

Continual updates regarding the COVID 19 pandemic and safe working conditions.

Working with department directors to continue research, communication, and feedback on warranted policy changes regarding employee safety. This item will continue to evolve over the next month.

Preparing recently approved projects from the FY 2020-21 Budget.

Working with Fehr Graham to complete a proposal for engineering services to design the Magnolia Court drainage improvements.

Began Phase 2 engineering design for the First Street MUP path.

Received bids for construction of sidewalk near the corner of Wesley and Graham.

Began design of proposed walking paths within William A. Smith park.

Working with public works to purchase mechanic's truck and Toro Groundmaster mower.

Researching past attempts and preparing to continue negotiations for purchase of the remaining lot for the proposed Town Center project at Church and Wesley.

Working to finalize closing date and occupancy requirements for recently acquired Brown-Woods property.

Please let me know if you have any questions or concerns.

Levi Kopmann  
Acting Village Manager

**DEPARTMENT OF PUBLIC WORKS**  
Assistant Director's April of 2020 Report



**BUILDING MAINTENANCE**

- \* Routine building maintenance repairs continue

**PARKS**

- \* Normal maintenance and trash pick-up continue
- \* Continued to process tree ROW permits
- \* Mowing and trimming of all Village Parks and properties has begun
- \* Annual rolling and aerating of Parks and Grounds has been completed
- \* Annual crabgrass preventer has been applied
- \* Annual herbicide application is ongoing as weather permits

**SANITARY SEWER**

- \* Working with UCSD on mapping and future needs
- \* Annual Sanitary Sewer cleaning is ongoing; 25,594 feet have been cleaned to this point

**STREETS/OPERATIONS**

- \* Performed 117 J.U.L.I.E. locates.
- \* Continuing to grind sidewalk trip hazards when schedule permits
- \* Crack sealing, Pot hole filling and Dura Patching is ongoing as weather permits
- \* Straightened/replaced multiple signs
- \* Completed misc. repairs around Village as needed
- \* Street Sweeping has begun, Village will be swept twice a month

**STORM SEWERS**

- \* Cleared debris from multiple storm sewer structures.
- \* Continued updates of Village storm sewer maps and surveys

**EQUIPMENT/FLEET MAINTENANCE**

- \* Routine and preventative maintenance of Village fleet continues

**ESDA**

- \* Nothing to report

**TRAFFIC SIGNALS**

- \* Performed normal maintenance at traffic signal boxes and lights

## **Project Supervision and Inspection**

\*Working with Feutz Contractors on the *Pheasant Lane replacement* project

\* Working with Feutz Contractors, City of Champaign and Farnsworth Group on the *Prospect Avenue Reconstruction Project*.

\* *Colbert Pathway project* has been graded and seeded. When weather and schedule allow, staff will add benches and trees.

\**Ameren Gas main project* on Church Street. Shaw Brothers replaced the last of the sidewalk damaged during the fall/winter project. Waiting on K&S Energy to come back and restore the grass areas.

\**Illinois American Water Main Relocation Project*. Duce came back and graded and Hydroseeded the affected areas. They reinstalled a yard light and removed a sidewalk panel. At this time it has not been poured back. A call is in to Duce Concrete to finish.

\**CCG*. A Fiber optic project will be coming to the Village this spring. CCG is planning on installing Fiber thru the Village neighborhoods this spring, summer and fall. They plan on installing in Prairie Fields, Prairie Meadows, Liberty on the Lakes and the West Church Street corridor.

Jesse Stephens

Assistant Director of Public Works



## ZONING REPORT FOR APRIL 2020

### **PERMITS ISSUED:**

1 Commercial Remodel  
2 Deck  
6 Electrical  
9 Fence  
6 Mechanical  
5 New Construction Single Family  
1 Patio  
1 Pergola  
3 Plumbing  
2 Solar

### **BUILDING DEPARTMENT:**

The Building Department is still completing most inspections following CDC guidelines for social distancing and wearing a mask during inspections. However at the current time we are holding off on inspecting occupied dwellings.

### **CODE ENFORCEMENT:**

1 Dog running loose  
1 Grass violation  
1 Parking violation  
1 Property maintenance violation

Respectfully Submitted,

Sam Smith, Electrical/Deputy Building Inspector

# Permit Report

4/1/2020 - 4/30/2020

Permit Date	Permit Type	Parcel Address	Description	Total Fees
4/28/2020	Mechanical	400 Trefoil St	Replacement	\$50.00
4/27/2020	Building	509 E Tomaras Ave	Fence	\$25.00
4/27/2020	Building	1301 Fieldstone Dr	Patio	\$25.00
4/24/2020	Plumbing	409 Newhaven Ln	New Construction	\$165.00
4/23/2020	Building	6 Goldfinch Ct	Fence	\$25.00
4/23/2020	Electrical	908 Declaration Dr	New Construction Electrical	\$75.00
4/23/2020	Plumbing	605 Carrera Dr	New Construction Plumbing	\$202.50
4/23/2020	Mechanical	408 Bluestem Dr	Replacement	\$50.00
4/21/2020	Building	213 W Main St	Fence	\$25.00
4/21/2020	Electrical	3 Lancaster Ct	New Construction Electrical	\$125.00
4/20/2020	Building	1018 Declaration Dr	Fence Permit	\$25.00
4/20/2020	Building	303 Gentian St	Fence Permit	\$25.00
4/20/2020	Building	3 Lancaster Ct	New Construction	\$957.00
4/20/2020	Building	405 W Windsor Rd	ADA Ramp Construction	\$25.00
4/20/2020	Electrical	1003 Declaration Dr	New Construction Electrical	\$75.00
4/17/2020	Building	1003 Declaration Dr	New Construction	\$807.00
4/17/2020	Electrical	1416 Fieldstone Dr	Solar Electrical Permit	\$25.00
4/17/2020	Building	1416 Fieldstone Dr	Solar Building Permit	\$25.00
4/16/2020	Building	908 Declaration Dr	New Construction	\$907.00
4/16/2020	Electrical	406 Gentian St	Solar Electrical Permit	\$25.00
4/16/2020	Building	406 Gentian St	Solar Building Permit	\$25.00
4/15/2020	Plumbing	523 Stonecrest Dr	Water Heater Replacement	\$25.00
4/15/2020	Building	802 Pheasant Ln	Fence	\$25.00
4/14/2020	Building	505 S Dunlap Ave	Online Pickup Update	\$250.00
4/14/2020	Building	1201 Declaration Dr	Fence	\$25.00
4/14/2020	Building	707B Buttercup Dr	Fence	\$25.00
4/10/2020	Building	1 Pheasant Lane Ct	Fence	\$25.00
4/10/2020	Plumbing	1807 Lyndhurst Dr	Replacement	\$25.00
4/7/2020	Building	601A Sunflower St	Replacement Coil Unit & Condenser	\$50.00
4/7/2020	Plumbing	910 Declaration Dr	New Construction Plumbing	\$157.50
4/7/2020	Building	201 Sunflower St	Deck Expansion	\$25.00
4/7/2020	Building	201 Sunflower St	Pergola	\$25.00
4/7/2020	Building	505 S Dunlap Ave	Plan Review Mechanical Replacement	\$250.00

4/6/2020	Plumbing	1016 Pheasant Cir	Replacement Water Heater	\$25.00
4/6/2020	Electrical	118 Shiloh Dr.	New Construction Electrical	\$75.00
4/6/2020	Building	118 Shiloh Dr.	New Construction	\$907.00
				<b>\$5,603.00</b>

**Total Records: 36**

**4/30/2020**



## Village of Savoy

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### VILLAGE CLERK'S REPORT – May 6, 2020

#### **Village Clerk duties:**

I have been working at home per the Corona Virus operations update and designated quarantine since March 20, 2020. I answer the "Ring" doorbell that has been installed in the reception area, answer any questions via emails and telephone calls to the appropriate department and striving to keep Savoy's virtual doors open and setting the public's expectations about service availability.

I have responded or forwarded, where necessary, to all of my emails at my .gov email address.

I have come into my office as needed to handle Board of Trustees Agendas, Resolutions, Ordinances, Clerk's Calendar, Notices to the media regarding canceled Board of Trustees and Planning Commission meetings, and Clerk duties.

Attended 4-8-2020 and 4-22-2020 Board of Trustees Meetings and completed Minutes.

Assisted the Public Works Department to publish an employment ad for a Maintenance Worker/Operator.

Ordered supplies for the office as needed.

Record keeper of all Ordinances, Resolutions, and custody and control of all municipal papers. Certify all documents. Keeper of the seal and certifies and attests official signatures on municipal documents. Publishes all ordinances. Records all documents as needed.

Send out monthly reports to U-C Sanitary District regarding number of Building Permits issued monthly and sanitary sewer permit information. Emailed copies of monthly Building Permits to current Champaign County Assessor, Champaign County Regional Planning Commission, and Tolono Township Assessor

Various financial duties under certain circumstances such as signing checks and preparing receipts on incoming funds.

Updating Savoy Municipal Code Books with current Supplement of all 2019 Ordinances.

#### **30-60-90 Day Reminders for the Village Clerk and Board of Trustees:**

**1. Savoy liquor licenses expire on 4-30-2020, but due date has been extended to August 1, 2020 per Ordinance No. 2020-03 passed on 4-22-2020. I am in the process of completing liquor license renewals and prorating or reimbursing liquor license fees for those businesses closed due to COVID-19 Emergency Ordered Shut Down.**

Billie Jean Krueger, Village Clerk,  
Champaign County Deputy Registrar, Notary Public, and  
Local Election Official (LEO)



**VILLAGE OF SAVOY – CLERK’S CALENDAR  
MAY 2020**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 AGENDA	2
3	4 SAVOY FIRE DEPT. MEETING 7:00 P.M.	5	6 Board of Trustees 7:00 PM	7	8 AGENDA	9
10 Mother's Day	11	12	13 Board of Trustees Study Session	14	15 AGENDA	16
17	18 Planning Commission 7:00 PM	19	20 Board of Trustees 7:00 PM	21	22	23
24	25 Memorial Day HOLIDAY SAVOY OFFICES CLOSED	26	27	28	29 AGENDA	30
31	1	2	3	4	5	6