



## Village of Savoy

Wednesday, June 3, 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 5-6-2020
  - B. MINUTES – Board of Trustees Study Session of 5-13-2020
  - C. MINUTES - Board of Trustees of 5-20-2020
5. OTHER AGENDA ITEMS – MAY BE DISCUSSED BUT NOT ACTED ON
6. BUSINESS
  - A. ORDINANCE NO. 2020-04 – AN ORDINANCE ELIMINATING THE POSITION OF VILLAGE MANAGER, ESTABLISHING THE POSITION OF VILLAGE ADMINISTRATOR, AND REAFFIRMING THE POSITION OF PUBLIC WORKS DIRECTOR
7. STAFF REPORTS
  - A. CHAMPAIGN COUNTY SHERIFF'S DEPARTMENT
  - B. ACTING VILLAGE MANAGER
  - C. ASSISTANT 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 JUNE 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: May 6, 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 Dee Shonkwiler

TRUSTEES PRESENT VIA  
VOICE CONFERENCE CALL:              Trustees Jan Niccum and Heather Mangian

TRUSTEES ABSENT:                      Trustees A. J. Ruggieri

STAFF/PERSONNEL  
PRESENT:                                      Levi Kopmann, Acting Village Manager/  
Public Works/Engineer  
Sam Smith, Electrical/Deputy Building Inspector  
Dennis Donaldson, Director of Planning & Econ. Dev  
Jesse Stephens, Assistant Director of Public Works  
Billie Jean Krueger, Village Clerk  
Marc Miller, Village Attorney

STAFF/PERSONNEL  
ABSENT:                                      Dan Davies, Zoning Administrator

GUESTS PRESENT:                      Anthony Jensen, Farnsworth Group

CONVENED:                                  7:00 P.M.  
ADJOURNED:                                8:00 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, Trustees Niccum and Mangian answering present via voice conference call, 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**

President Dykstra asked if there was any public participation. None received.

**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 3-4-2020, 4-8-2020, and 4-22-2020  
**Trustee Niccum made a motion to approve the Board of Trustees Minutes of 3-4-2020, 4-8-2020, and 4-22-2020, as presented, seconded by Trustee Brown;**  
**By Trustee vote:**

**Ayes: Brown and Shonkwiler**

**Votes Ayes Via Voice Teleconference call: Mangian and Niccum**

**Absent: Trustee Ruggieri**

**Motion carried.**

**6. BUSINESS**

**A. APPROVAL OF SANITARY AND STORM SEWER ASSET MANAGEMENT PLANS**

**Trustee Vavrik made a motion to approve a contract with Farnsworth Group to provide Asset Management Plans for Savoy's storm and sanitary sewer system for an amount not to exceed \$90,000, seconded by Trustee Brown;**

**By Trustee vote:**

**Ayes: Brown and Shonkwiler**

**Votes Ayes Via Voice Teleconference call: Mangian and Niccum**

**Absent: Trustee Ruggieri**

**Motion carried.**

**B. APPROVAL OF SIDEWALK INFILL ALONG WESLEY AVENUE TO GRAHAM DRIVE**

**Trustee Brown made a motion to approve a contract with Cross Construction to complete the sidewalk infill proposed along Wesley Avenue and reconstruct the sidewalk ramps at the northwest corner of Wesley Avenue and Graham Drive intersection for a total amount of \$35,130, seconded by Trustee Shonkwiler;**

**By Trustee vote:**

**Ayes: Brown and Shonkwiler**

**Votes Ayes Via Voice Teleconference call: Mangian and Niccum**

**Absent: Trustee Ruggieri**

**Motion carried.**

**C. PURCHASE OF TORO GROUNDMASTER 4000-D**

Jesse Stephens, Assistant Director of Public Works, presented information, pictures, and the Illinois State Contract Pricing from MTI Distributing.

**Trustee Niccum made a motion to approve the purchase of a Toro Groundmaster 4000-D Mower from MTI Distributing, as presented, for an amount not to exceed \$60,000, seconded by Trustee Shonkwiler;**

**By Trustee vote:**

**Ayes: Brown and Shonkwiler**

**Votes Ayes Via Voice Teleconference call: Mangian and Niccum**

**Absent: Trustee Ruggieri**

**Motion carried.**

**D. PROCLAMATION – PROFESSIONAL MUNICIPAL CLERK’S WEEK**

President Dykstra read the Proclamation – 51<sup>st</sup> Annual Professional Municipal Clerk’s Week May 3-May 9, 2020.

**Trustee Vavrik made a motion to approve the Proclamation – Professional Municipal Clerk’s Week, seconded by Trustee Brown;**

**By Trustee vote:**

**Ayes: Brown and Shonkwiler**

**Votes Ayes Via Voice Teleconference call: Mangian and Niccum**

**Absent: Trustee Ruggieri**

**Motion carried.**

**7. STAFF REPORTS**

**A. ACTING VILLAGE MANAGER**

Levi Kopmann, Acting Village Manager, presented the Village Manager’s Report for the month of April 2020.

Trustee Niccum commented that he believed the engineering services design by Fehr Graham was an emergency action.

**B. ASSISTANT DIRECTOR OF PUBLIC WORKS**

Assistant Director of Public Works, Jesse Stephens, presented the Public Works Report, together with listed Projects supervision and inspections for the month of April 2020.

Stephens also informed President Dykstra and the Trustees that the Savoy Public Works Department had manage to stay open the entire months of March and April. Also, Zoning Department employees, Sam Smith and Orié Turnbull, and Savoy Recreation Center employees, Kollin Marquardt and Colby Mumm, had also assisted the Public Works Department.

**C. ZONING ADMINISTRATOR**

In Dan Davies absence, Sam Smith, Electrical/Deputy Building Inspector, presented the Zoning Report for the month of April 2020, together with Building Permit Detail Report for the month of April 2020 indicating a total of 36 Building Permits.

Smith also stated he had been working with the Savoy Post Office on delivering the mail to new subdivision in Savoy where there would be a group of mailboxes, instead of one at each individual residence.

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

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

**E. CLERK**

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

**F. VILLAGE ATTORNEY**

Village Attorney Marc Miller presented his April 2020 Status Report and Statement for services rendered.

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

Lt. Tony Shaw was not present.

**8. BOARD OF TRUSTEES COMMUNICATIONS**

- President Dykstra stated she had attended many Zoom meetings recently with Illinois state legislators and the Champaign County Chamber regarding the Restore Illinois Plan with 11 sections in Illinois and the timeline for each phase. She indicated Illinois Governor Pritzker had instituted the Phases in 28-week increments, while other states had a two-week increment. Also, with day cares opening after business openings did not seem right.
- Trustee Niccum pointed out that the new tax bills had just been sent out and showed that 9 ½% went to Savoy with 66% going to the Unit 4 School District. So, any resident could see that Savoy's real estate taxes remain low.
- President Dykstra stated there would be a BOT Study Session on 5-13-2020 and one of the discussions would be the President of the Prairie Fields HOA wanted to discuss some parking problems on Tickseed.

**9. ADJOURN**

There being no further business to come before the open and public Board of Trustees meeting, President Dykstra adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

*Billie Jean Krueger*

Billie Jean Krueger, Village Clerk

**This meeting was recorded.**

Approved this \_\_\_\_\_ day of June 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: May 13, 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

GUESTS PRESENT: Seth Yoder, 104 Blazing Star, Savoy, IL  
President of Prairie Fields Sub. HOA

CONVENED: 7:00 P.M.

ADJOURNED: 8:20 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. DISCUSSION ON STREET PARKING – PRAIRIE  
FIELDS HOA**

Seth Yoder, President of the Prairie Fields Subdivision Homeowners Association, stated he wanted to bring up to President Dykstra and the Trustees a reoccurring issue of parked cars/trucks on the east side of Tickseed near the entrance from Old Church Road. He said these cars have caused accidents, traffic flow, and visibility issues. He asked President Dykstra, Trustees, and Staff to perform a study to see if it necessary to post “no parking” restrictions in this area. Then he could reach out to residents in this area before a decision is made.

Trustee Vavrik stated he had experienced bad driver habits upon entering Tickseed from Old Church Road and all the way down to Gentian Street.

Trustee Niccum stated he was concerned that if the Village takes away three blocks of parking on the east side of Tickseed, where are the landscaping, lawncare trucks and residents’ cars going to park?

Trustee Niccum also mentioned that a parking study was done on Wesley and nothing was done with the results.

Trustee Vavrik stated that even if the residents are not allowed to park on the east side of Tickseed, the Prairie Fields Subdivision HOA cannot enforce it.

President Dykstra commented that the Village does not have a ton of money right now to do this proposed study, but it might be done “in house”.

Trustee Brown asked Seth if he knew anyone personally who had an accident at this location. Yoder responded he knew of an animal being killed, but not an accident. Trustee Brown stated he might be able to check into any accident reports in this area and it might be a better idea to wait on the study until school is in session.

Seth Yoder stated he did not really expect the Village to take immediate action on this complaint, but just wanted President Dykstra and the Trustees to be aware of the problem.

## **B. DISCUSSION ON TITLE OF VILLAGE MANAGER OR VILLAGE ADMINISTRATOR**

President Dykstra explained that since the Village is nearing the release of the advertisement for a new Village Manager and put out publicly to candidates, one of the issues that some Trustees have discussed over the years was the appropriate title of our hired administrator. Dykstra also explained that since the Village of Savoy has a Trustee-Village form of government, which is one of the standard forms of government according to Illinois Law, she believed the Trustees need to revisit the correct terminology for our leader to better reflect our actual governmental operation, and this difference in responsibility is minimal, but does involve who is responsible for appointing non-elected officers, such as Treasurer. So, this will eliminate confusion as to statutory responsibility.

President Dykstra stated she believed it would be fairer and more accurate to our potential candidates before they apply for the position to revert to the title of Village Administrator, and she wanted the Trustees to discuss the pros and cons of this issue at tonight's study session meeting.

President Dykstra explained Ordinance No. 2002-13 passed on June 12, 2002 and stated it seemed at that time that the title of "Manager" was higher than an "Administrator".

President Dykstra presented a survey of titles by municipality listing those municipalities that used the Title of Administrator and Title of Manager and municipalities where there is no Administrator or Manager, and the President/Mayor and Trustees implement day-to-day administration.

President Dykstra also presented Forms of Municipal Government as follows:

- Trustee-Village Form
- Aldermanic-City Form
- Commission Form
- Manager Form
- Strong Mayor Form
- Administrative Form

Trustee Shonkwiler stated the Village of Savoy is not a statutory Manager form of government and believes Savoy should go back to the title of Administrator.

Trustee Niccum stated that when Dick Helton was hired as the Village Manager, "Manager" was a more modern name.

Discussion was held that it would take a referendum to change the Clerk to be elected, rather than appointed as it is now, but the Treasurer should be elected when Savoy's population reaches 10,000.

Trustee Niccum stated that an Administrator would not have the authority to hire and fire, but the President/Mayor would have that power. He stated that the present Treasurer had been hired by the Village Manager and was not even presented to the President/Mayor or Trustees. Niccum stated he believed Ordinance No. 2002-13 was a mistake and should be corrected now. Also, the Clerk and Treasurer should be hire/appointed by the President/Mayor.

Trustee Brown agreed that the issue changing Village Manager to Village Administrator needed to be corrected now.

Trustee Vavrik stated he was in support of the change from Village Manager to Village Administrator and officers are hired by the President, and Department Heads by the Administrator. Also, in the proposed ordinance, a catch all phrase was needed to change Manager to Administrator throughout.

Trustee Mangian also stated she was in favor of the change from Manager to Administrator.

Trustee Niccum stated the change from Village Manager to Village Administrator needs to be voted on and passed now.

**There was a consensus of the Trustees to move forward and have President Dykstra and Trustee Brown work with Attorney Marc Miller to prepare an Ordinance changing the title of the Village Manager to Village Administrative and possibly having it ready next week for the 5-20-2020 Board of Trustees Meeting or the first BOT Meeting in June or third meeting in June.**

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 8:20 p.m.

Respectfully Submitted,

*/s/ Billie Jean Krueger*

**Billie Jean Krueger, Village Clerk**

**This meeting was recorded.**

Minutes approved this \_\_\_\_ day of June 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: May 20, 2020

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

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

TRUSTEES PRESENT  
VIA VOICE  
TELECONFERENCE

CALL: Trustees Heather Mangian, Jan Niccum

TRUSTEES ABSENT: A. J. Ruggieri

OFFICERS AND

PERSONNEL PRESENT: Levi Kopmann, Acting Village Manager  
Jason Dillingham, Savoy Fire Chief  
Lon Pitcher, Assistant Savoy Fire Chief  
Brandon Martin, Director of Savoy Rec. Center  
Sam Smith, Electrical/Deputy Building Inspector  
Billie Jean Krueger, Village Clerk

OFFICERS AND

PERSONNEL ABSENT: Dennis Donaldson, Village Treasurer

CONVENED: 7:00 P.M.

ADJOURNED: 7:30 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 Vavrik, present, Trustee Niccum, present via voice teleconference call, Trustee Mangian, 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 questioned if Trustee Ruggieri knew he could access this Board of Trustees meeting via voice teleconference call.

President Dykstra stated she had talked with Trustee Ruggieri, who is Major Ruggieri with the National Guard and thanked him for his work helping with the COVID-19 public relations.

**5. BUSINESS**

**A. APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR ANIMAL IMPOUNDMENT SERVICES**

Levi Kopmann explained the Champaign County Intergovernmental Agreement for Animal Impoundment Services and stated the changes would go into effect beginning July 1, 2020, and Staff recommendation is to approve this Agreement, as presented.

**Trustee Niccum made a motion to approve the Intergovernmental Agreement for Animal Impoundment Services with the County of Champaign, as presented, seconded by Trustee Brown;**

**By Trustee Vote:**

**Ayes: Brown, Shonkwiler, and Vavrik**

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

**Nays: None**

**Absent: Ruggieri**

**Motion carried.**

**B. APPROVAL OF ENGINEERING DESIGN FOR MAGNOLIA COURT DRAINAGE IMPROVEMENTS**

Levi Kopmann explained the proposal to provide engineering design services and construction observation for the Magnolia Court drainage improvement plan that was recently included in the operating budget for FY2020-21 passed in April 2020. Trustee Niccum stated he just wanted to make clear this expense was for immediate action for acting on an ongoing problem.

**Trustee Shonkwiler made a motion to approve Fehr Graham to provide engineering design for the Magnolia Court drainage improvements at a cost not to exceed \$19,170, as presented, seconded by Trustee Mangian;**

**By Trustee Vote:**

**Ayes: Brown, Shonkwiler, and Vavrik**

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

**Nays: None**

**Absent: Ruggieri**

**Motion carried.**

**C. SAVOY FIRE DEPT. – APPROVAL OF AREA WIDE TECHNOLOGIES SERVER QUOTE FOR AN AMOUNT NOT TO EXCEED \$17,853.00**

Savoy Fire Chief Jason Dillingham presented information about the quote from Area Wide Technologies for the total cost of replacing the Savoy Fire Dept. server that will accommodate the required Computer Aided Dispatch update by METCAD. He stated that currently there are three separate servers and they have had operating system issues and the age of the servers leave them highly susceptible to unrepairable failure. Also, all three servers will be replaced by one server that will be able to do the function of all three.

**Trustee Brown made a motion to approve the purchase of a new server for the Savoy Fire Department from Area Wide Technologies, as presented, for an amount not to exceed \$17,853.00, seconded by Trustee Vavrik;**

**By Trustee Vote:**

**Ayes: Brown, Shonkwiler and Vavrik**

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

**Nays: None**

**Absent: Ruggieri**

**Motion carried.**

**6. STAFF REPORTS**

**A. SAVOY VILLAGE TREASURER**

Village Treasurer Dennis Donaldson was not present at this meeting. President Dykstra and the Trustees reviewed the Treasurer’s Summary dated 5-15-2020.

**B. SAVOY FIRE DEPARTMENT**

President Dykstra and the Trustees reviewed the Savoy Fire Department Monthly Alarm Response Summary for the period 4/01/2020 through 04/30/2020 showing a total of 36 Alarm Responses which was an increase from 28 calls in March, together with the Savoy Fire Monthly Report Incident List for the period of 4/01/2020 through 4/30/2020 presented by Fire Chief Jason Dillingham.

Dillingham presented a new list of 2020 Total Calls showing the specific firefighter name and total calls for each for January through April 2020. Dillingham stated Fire Department Staff had been working on all collection of fire district dues and has collected 90% of the dues to date.

Dillingham also stated that the Fire Dept. has always been striving to work and help the Savoy community and was able to donate a bariatric wheelchair to Parkview Apartments and Mayor Dykstra was there for the presentation.

**C. SAVOY RECREATION CENTER**

President Dykstra and the Trustees reviewed the Director of the Savoy Recreation Center’s Monthly Report for April, 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).

Director Brandon Martin also presented information regarding Savoy Parks and Recreation Phased Reopening Plan that he stated is “ever changing”.

**7. BOARD OF TRUSTEES COMMUNICATIONS**

Trustee Shonkwiler reported on upcoming dates for Champaign Unit 4 School District oversight and strategic committee meetings.

**8. CORRESPONDENCE, THANK YOUS – 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 7:30 pm.

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

**This meeting was recorded.**

Approved this \_\_\_\_ day of June 2020.

*/S/ Billie Jean Krueger*

**VILLAGE OF SAVOY  
CHAMPAIGN COUNTY, ILLINOIS**

**ORDINANCE NO. 2020-04**

**AN ORDINANCE ELIMINATING THE POSITION OF  
VILLAGE MANAGER, ESTABLISHING THE POSITION OF  
VILLAGE ADMINISTRATOR, AND REAFFIRMING THE  
POSITION OF PUBLIC WORKS DIRECTOR**

**Passed by the Board of Trustees and  
Approved by the President  
of  
Village of Savoy, Illinois  
on June 3, 2020**

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**Published in pamphlet form by authority of the President and Board of Trustees of  
the Village of Savoy, Champaign County, Illinois, this 3<sup>rd</sup> day of June, 2020.**

**ORDINANCE NO. 2020-04**

**AN ORDINANCE ELIMINATING THE POSITION OF  
VILLAGE MANAGER, ESTABLISHING THE POSITION OF  
VILLAGE ADMINISTRATOR, AND REAFFIRMING THE  
POSITION OF PUBLIC WORKS DIRECTOR**

**WHEREAS**, the Village President and Board of Trustees of the Village of Savoy (“Village”) previously adopted Ordinance No. 2002-13 on June 1, 2002, “ORDINANCE REGARDING THE OFFICES OF VILLAGE MANAGER AND PUBLIC WORKS DIRECTOR” creating the position of Village Manager; and

**WHEREAS**, pursuant to 65 ILCS 5/3.1-30-5, other statutory authority, and the State of Illinois Constitution, the Village is authorized to establish such Village officers as are necessary to carry into effect the powers conferred upon it and carry out the business of the Village; and

**WHEREAS**, due to a recent retirement, the position of Village Manager is now vacant and the Board of Trustees has contemplated revising and updating that position to better reflect the needs of the Village; and

**WHEREAS**, the President and Board of Trustees have considered input from the public and staff members at various public meetings and has determined it necessary and appropriate to terminate the position of Village Manager and replace it with the position of Village Administrator as hereinafter defined while preserving the position of Public Works Director all as provided herein; and

**WHEREAS**, the President and Board of Trustees have determined that it is in the best interest of the Village to have the position of Village Administrator to more ably provide services to the citizens of the Village and to accomplish the objectives of orderly and proper administration of the policies and ordinances as expressed by the Corporate Authorities of the Village.

**NOW THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Savoy, Illinois as follows:

**SECTION I:** That the above and forgoing recitals be and hereby incorporated herein by reference as findings of facts by the Corporate Authorities.

**SECTION II:** The position of “Village Manager” as previously enacted by the Village is hereby terminated with Section I of Ordinance No. 2000-05-03D being hereby rescinded but otherwise preserving Section II of said Ordinance establishing the position of Public Works Director.

**SECTION III:** That Chapter 2.08 of the Municipal Code of the Village of Savoy is hereby amended to read in entirety as follows:

**“Chapter 2.08 VILLAGE ADMINISTRATOR**

**2.08.010 – Authorization to Employ Administrator; Appointment.**

The Village President and Board of Trustees are hereby authorized to employ a Village Administrator. Such Administrator shall be appointed by the Village President, by and with the advice and consent of the Board of Trustees.

**2.08.020 – Bond.**

The Village Administrator shall furnish a bond in such amount and with such surety as may be approved by the Corporate Authorities, such bond to be conditioned upon the faithful performance of his or her duties. The cost of the bond shall be paid by the Village. The bond of the Village Administrator may be part of a blanket bond.

**2.08.030 – Compensation.**

The Village Administrator shall receive such compensation as the Corporate Authorities shall, from time to time establish.

**2.08.040 – Chief Administrator.**

The Village Administrator, under the subject to the direction of the Corporate Authorities, shall be the Chief Administrator of the Village, and shall be responsible to the Corporate Authorities for the proper administration of the affairs of the Village and policies adopted by the Board of Trustees.

**2.08.050 – Acting Administrator.**

Whenever the Village Administrator is absent from the Village for personal reasons, or on account of Village business, or is otherwise unable to perform the duties and responsibilities of Village Administrator due to short term illness or disability, the

Village Administrator may designate in writing a member of the Village's Senior Administrative Staff to serve as Acting Administrator and to carry out the duties of the Administrator during the Administrator's absence. In the event of a prolonged absence, as determined by either the Village Administrator or the Village President and Board of Trustees, then the Village President by and with the advice and consent of the Board of Trustees, shall appoint an Acting Administrator, whose office shall be temporary and who shall serve only until such time as the Village Administrator is able to resume the duties of his or her office.

#### **2.08.060 - Appointment Power.**

All Department Heads shall be appointed by the President in consultation with the Village Administrator and approved by the Board of Trustees. The Village Administrator may appoint such assistants, or employees as are necessary to the proper functioning of the Village, except that the Village Administrator may not appoint those Village Officers which are by state statute required to be appointed by the Village President including but not limited to the Village Clerk and the Village Treasurer.

#### **2.08.070 - Powers and Duties of Administrator.**

The Village Administrator shall have the following powers and duties:

- A. Provide for the enforcement of all laws and ordinances within the Village.
- B. Attend all meetings of the Board of Trustees and other Village Boards and Commissions as directed by the Board of Trustees. Attend all meetings of the Village Board except those from which the Board determined the attendance is not required because of conflict or other reason. The Village Administrator shall have the right to take part in the discussion of all matters coming before the Board of Trustees or other official Village Boards and Commissions, but shall have no right to vote. The Village Administrator shall be entitled to notice of all special and regular meetings of the Board of Trustees.
- C. Recommend to the Board of Trustees such measures as, in his or her judgment, he or she deems to be the best interest of the Village.
- D. Employ, discipline, suspend and terminate any and all Village employees, except when otherwise provided by law or contract and to the extent permitted by law and subject to the Village Administrator's discretion and direct supervision, to delegate to any employee any of these powers with respect to any subordinates of that employee.

E. Propose to the Village President and Village Board of Trustees such personnel rules and regulations as the Administrator deems necessary to manage the personnel of the Village. These rules may cover procedures and policies to govern the following:

1. The administration of the position description and pay plans;
2. Recruitment, selection, promotion, evaluation, transfer, discipline, and separation of Village personnel;
3. Establishment of hours of work, attendance, leave regulations and working conditions;
4. Rules covering the outside employment, nepotism and political activity of Village personnel;
5. Maintenance and use of necessary records and forms;
6. System of handling all grievances.

F. Supervise and administer the conduct of all collective bargaining processes of the Village and recommend to the Board of Trustees collective bargaining agreements for consideration and approval by the Board of Trustees, and administer all employee organization contracts reached through the collective bargaining process.

G. Direct, supervise and coordinate the activities of all departments, offices, and agencies of the Village, except as otherwise provided by law, and to administer the affairs of the Village to ensure all business is accomplished efficiently and economically.

H. Recommend to the Board of Trustees the creating, consolidating, and combining of offices, positions, departments or units of the administrative and executive departments of the Village.

I. Investigate all complaints in relation to matters concerning the administration of the government of the Village and services maintained by the public utilities in the Village, and see that all franchises, permits and privileges granted by the Village are faithfully observed.

J. Sign on behalf of the Village any contract authorized by the Board of Trustees, except where the Board of Trustees or state statutes direct that some other officer shall do so. It shall be the duty of the Village Administrator to ensure that all franchises granted by, and all contracts with the Village are faithfully kept and performed; by all parties hereto.

K. Keep a current inventory of all real and personal property of the Village and location of such property. The Village Administrator shall be responsible for the care

and custody of all Village property which is not assigned to some other officer of body for care and control.

L. Prepare and submit to the Village President and Board of Trustees by the date set by the Board a recommended annual budget for Village operations and recommended capital programs; and administer the approved budget after adoption.

M. Supervise and administer the procurement of commodities and services for all Village departments, offices and agencies, and promulgate purchasing rules implementing Village ordinances and which are consistent with state law, which shall be followed by employees in the procurement of goods and services.

N. Report to the Board of Trustees periodically the financial condition of the Village.

O. Submit to the Village President and Board of Trustees and make available to the public a complete report on the finances and administrative activities of the Village as of the end of each fiscal year.

P. Represent the Village in its dealings with other governmental agencies and officials, businesses, not-for-profit organizations, residents, and the general public as necessary.

Q. Cause to prepare grant and/or loan applications on behalf of the Village; administer grant and/or loan funds and shall have caused the preparation of relevant reports to the Corporate Authorities and all appropriate agencies.

R. Evaluate Village projects, programs, agreements and services and make recommendations on modifications and improvements thereto.

S. Devote his or her entire time to the discharge of his or her official duties.

T. The Village Administrator shall perform such other duties as may be required by the Board of Trustees consistent with state statutes and the ordinances of the Village.

U. Hold such other appointive offices as may be consistent with law, as the Village President and Board of Trustees may determine, and to faithfully and honestly discharge the duties and powers associated with such office;

V. The powers assigned to the Village Administrator are not intended to diminish those powers otherwise assigned to other offices by statute or ordinance, including but not limited to the Village President.

W. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget with the following conditions:

1. Any single purchase item or contract not specifically identified in the annual budget with a cost greater than \$5,000.00 must be approved by the Board of Trustees, with the exclusion of bulk commodity items used for budgeted expenditures, or emergency expenditures to replace damaged equipment or facilities.
2. The Administrator is required to solicit bids, quotes or proposals from at least three competent vendors for any single purchase item or contract with a cost greater than \$2,500.00 with the exception of:
  - a. items or services purchased through or in cooperation with another governmental agency that competitively bid the service or item;
  - b. the purchase is an emergency expenditure to replace damaged equipment or facilities or;
  - c. there are not three competent vendors because of the unique nature of the product or service.
3. Any capital expenditure item must receive prior board approval. A capital expenditure item is defined as an item in one of the then existing capital funds or an item with a cost greater than \$10,000.00. This includes contracts for services in excess of \$10,000.00.
4. In all purchases the Administrator shall comply with statutory requirements, and any Village requirements and policies as to the solicitation of bids.

**2.08.080 – Matters Directed to Administrator’s Attention.**

All offices and departments shall submit all matters requiring Board of Trustees action or attention to the Village Administrator, who shall submit them to the Board of Trustees with recommendations as may be deemed necessary. All departmental or employee requests shall be submitted to the Village Administrator who shall provide instruction as to policy and action.

**2.08.090 – Removal.**

The Village Administrator may be removed in accordance with law.”

**Section IV.** That Chapter 2.16.010 of the Municipal Code of the Village of Savoy is hereby amended to now read in entirety as follows:

**“2.16.010 Office of Village Public Works Director.**

A. The position of Village Public Works Director is created.

B. The Village Public Works Director shall be appointed by the Village President with approval from the Village Board of Trustees.

C. The Public Works Director’s salary, benefits, duties, terms and conditions of employment shall be in accordance with the personnel policies of the Village, as they may exist from time to time.”

**Section V. Superseder and Publication.**

All code provisions, ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded. This Ordinance shall be published in pamphlet form as provided by law.

**Section VI. Effective Date.**

This Ordinance shall be in full force and effect upon passage and approval, as provided by the Illinois Municipal Code, as amended.

PRESENTED, PASSED APPROVED, AND ADOPTED by the President and Trustees of the Village of Savoy, Illinois, at a duly conducted meeting thereof this 3<sup>rd</sup> day of June, 2020.

APPROVED:

\_\_\_\_\_  
Joan Dykstra  
Village President

ATTEST:

\_\_\_\_\_  
Billie Jean Krueger  
Village Clerk

VOTING ON SAID ORDINANCE NO. 2020 -04

Trustee	Aye	Nay
Jan Carter Niccum, Trustee	_____	_____
A. J. Ruggieri, Trustee	_____	_____
John P. Brown, Trustee	_____	_____
Dee Shonkwiler, Trustee	_____	_____
Bill Vavrik, Trustee	_____	_____
Heather Mangian, Trustee	_____	_____
Joan Dykstra, President	_____	_____



# Village Manager's Report

May 2020

Aside from typically daily operations, updates on priority issues are as follows:

## 1. Curtis Road Funding:

An application has been submitted to receive funding for the Curtis Road Grade Separation Project through the USDOT BUILD program. Announcements of funding awards is expected in the fall.

Announcements for INFRA Grant funding is expected by the end of summer. Staff and Mayor Dykstra continue to lobby for project funding with elected officials.

## 2. COVID – 19:

A significant portion of time continues to be allocated to tracking COVID 19 updates from state and local authorities. Discussions with Department heads and Trustees on safety measures and reopening plans will continue to be the main priority as our community begins to reopen economically.

Beginning May 29<sup>th</sup> tennis courts, volleyball courts, and pavilions will be available for use in our Village parks.

Restaurants will be allowed, if interested, to provide outdoor seating and dining. Staff will be reviewing plans for each restaurant to ensure all state and federal requirements are met.

## 3. Employee Reviews:

Discussions with Department Heads regarding revisions to our employee review process continues. The priority of our revisions will be to create a review document that results in a consistent and straight forward grading scale. Sections will be added to reflect goals for employees and areas for improvement. Reviews will also be revised to provide the opportunity to highlight employees who have excelled in their position, in terms of both effort and work quality. Input from staff on revisions that they feel is most beneficial has helped tremendously throughout.

Staff hopes to complete reviews by the end of June.

## 4. Infrastructure Projects:

- a. Work on Prospect Avenue is complete, with the exception to sod in a few small areas.
- b. Construction on Pheasant Lane continues. The contractor estimates that the project may be complete by the end of July.

- c. Design work on Magnolia Court has begun. Staff expects the project to be ready to be put out for bid near the end of July, with construction occurring this fall.
- d. Cross Construction will be installing the new sidewalk near Graham and Wesley in the next couple of weeks, weather dependent.
- e. Staff has begun working on initial design concepts for the Bill Smith Park pathways.

If you have any questions or concerns regarding this report, please feel free to contact me.

Levi Kopmann

## **DEPARTMENT OF PUBLIC WORKS**

Assistant Director's May 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 is ongoing
- \* Annual flowerbed plant is complete
- \* Mulching of Tree rings and flowerbeds is ongoing as weather permits
- \* All sidewalks have been edged at Village Parks and Grounds

### **SANITARY SEWER**

- \* Working with UCSD on mapping and future needs

### **STREETS/OPERATIONS**

- \* Performed 162 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 is ongoing, Village will be swept twice a month
- \* All parking lots have been restriped.

### **STORM SEWERS**

- \* Cleared debris from multiple storm sewer structures.
- \* Continued updates of Village storm sewer maps and surveys
- \* Annual cleaning of storm system has begun

### **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**

- \* ***Pheasant Lane replacement.*** Working with Feutz Contractors on the project
- \* ***Prospect Avenue Reconstruction Project.*** Has a few minor details to complete
- \* ***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. K&S Energy has finished.
- \* ***Illinois American Water Main Relocation Project.*** Duce has completed the work
- \* ***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 Fiber along the West Church Street corridor down to Liberty on the Lakes subdivision.
- \* ***Ameren Power Pole Project.*** Ameren is planning a power pole replacement/upgrade project starting late summer/fall. It is part of an upgrade from Windsor Ave. in Champaign to Villa Grove area. The route thru Savoy is along Dunlap Ave and East Church street.
- \* ***Sidewalk Infill.*** The trees have been removed along Wesley Ave. The stumps have been ground down. Cross Construction to start in June.

Jesse Stephens  
Assistant Director of Public Works



## ZONING REPORT FOR MAY 2020

### **PERMITS ISSUED:**

3 Basement Finish  
1 Commercial Remodel  
2 Deck  
4 Electrical  
11 Fence  
1 Garage Construction  
1 Mechanical  
1 Patio Cover  
3 Plumbing  
2 Pool

### **BUILDING DEPARTMENT:**

The Building Department is still completing most inspections following CDC guidelines for social distancing and wearing masks during inspections.

### **CODE ENFORCEMENT:**

2 Fence installations without a permit  
51 Grass violations  
2 Parking Complaints  
2 Property maintenance violations  
1 Sump Discharge onto sidewalk

Respectfully Submitted,

Sam Smith, Electrical/Deputy Building Inspector

# Permit Detail Report

5/1/2020 - 5/28/2020

Permit Date	Permit Type	Description	Parcel Address	Location Site	Total Fees
5/26/2020	Building	Fence	102 Gentian St	102 Gentian St.	\$25.00
5/26/2020	Building	Deck	1073 CR 1200 E	1073 CR 1200 E	\$25.00
5/22/2020	Building	Deck	4 Della Ct	4 Della Ct	\$25.00
5/21/2020	Building	Pool	102 Gentian St	102 Gentian St.	\$20.00
5/20/2020	Electrical	Basement Finish-Electrical	404 Silver Lake Ct	404 Silver Lake Ct.	\$25.00
5/20/2020	Building	Basement Finish	404 Silver Lake Ct	404 Silver Lake Ct.	\$100.00
5/20/2020	Building	Basement Finish	301 London Way	301 London Way	\$100.00
5/20/2020	Building	Patio Cover	414 Gentian St	414 Gentian St	\$25.00
5/20/2020	Building	Fence	301 Newhaven Ln	301 Newhaven Ln.	\$25.00
5/19/2020	Building	Fence	403 Bradford Ave	403 Bradford Ave	\$25.00
5/19/2020	Building	Fence	1016 Declaration Dr	1016 Declaration Dr.	\$25.00
5/15/2020	Building	Fence	103 Gailardio	103 Gailardio St	\$25.00
5/15/2020	Building	Fence	102 Cattail Ave	102 Cattail Ave	\$25.00
5/15/2020	Building	Fence	107D W Tomaras Ave	107D W. Tomaras Ave	\$25.00
5/13/2020	Building	Fence	107 Graham Dr	107 Graham	\$25.00
5/13/2020	Building	Commercial Remodel	2101 Windsor Pl	2101 Windsor Place	\$260.00
5/13/2020	Electrical	Commercial electrical alteration	2101 Windsor Pl	2101 Windsor Place	\$25.00
5/12/2020	Electrical	Basement Finish-Electrical	403 Bradford Ave	403 Bradford Ave.	\$25.00
5/11/2020	Plumbing	New Construction Plumbing	404 Harpers Ferry	404 Harpers Ferry	\$180.00
5/11/2020	Plumbing	New Construction Plumbing	312 Newhaven Ln	312 Newhaven	\$157.50
5/7/2020	Building	Above Ground Pool	307 Sunflower St	307 Sunflower St.	\$20.00
5/6/2020	Building	Fence	414 Gentian St	414 Gentian St.	\$25.00
5/5/2020	Building	Basement Finish	403 Bradford Ave	403 Bradford Ave.	\$75.00
5/5/2020	Building	Fence	303 Dropseed Dr	303 Dropseed Dr.	\$25.00
5/5/2020	Building	Fence	407 Van Buren St	407 Van Buren St.	\$25.00

5/4/2020	Plumbing	New Construction Plumbing	201 Green St	201 Green St.	\$30.00
5/4/2020	Mechanical	New Construction Mechanical	201 Green St	201 Green St.	\$50.00
5/4/2020	Electrical	New Construction Electrical	201 Green St	201 Green St.	\$50.00
5/4/2020	Building	New Garage	201 Green St	201 Green St.	\$55.00
					<b>\$1,522.50</b>

**Total Records: 29**

**5/28/2020**

# Permit Inspection Report

5/1/2020 - 5/28/2020

Date	Inspection Type	Inspection Assigned To
5/27/2020	Stakeout/Layout	Orie Turnbull
5/27/2020	Fence Post Depth	Sam Smith
5/27/2020	Stakeout/Layout	Sam Smith
5/27/2020	Footings	Orie Turnbull
5/26/2020	Final Inspection	Sam Smith
5/26/2020	Sidewalks	Sam Smith
5/26/2020	Footings	Orie Turnbull
5/22/2020	Sidewalks	Orie Turnbull
5/20/2020	Final Inspection	Sam Smith
5/20/2020	Final Inspection	Sam Smith
5/20/2020	Final Inspection	Sam Smith
5/19/2020	Foundation Walls	Orie Turnbull
5/15/2020	Approach	Sam Smith
5/15/2020	Re-Inspection	Sam Smith
5/15/2020	Final Inspection	Bill Black
5/15/2020	Final Inspection	Bill Black
5/14/2020	Final Inspection	Sam Smith
5/14/2020	Re-Inspection	Sam Smith
5/14/2020	Final Inspection	Sam Smith
5/14/2020	Re-Inspection	Orie Turnbull
5/14/2020	Final Inspection	Sam Smith
5/14/2020	Final Inspection	Bill Black
5/14/2020	Final Inspection	Sam Smith
5/14/2020	Framing	Orie Turnbull
5/14/2020	Foundation Walls	Sam Smith
5/14/2020	Final Inspection	Orie Turnbull
5/14/2020	Final Inspection	Sam Smith
5/14/2020	Framing	Sam Smith
5/14/2020	Electrical rough in	Sam Smith
5/14/2020	Electrical rough in	Sam Smith
5/13/2020	Framing	Sam Smith
5/13/2020	Final Inspection	Bill Black
5/13/2020	Final Inspection	Bill Black
5/13/2020	Electrical rough in	Sam Smith
5/13/2020	Permanent Meter Inspection	Sam Smith

5/13/2020	Mechanical rough in	Bill Black
5/13/2020	Stakeout/Layout	Sam Smith
5/13/2020	Fence Post Depth	Sam Smith
5/13/2020	Mechanical rough in	Bill Black
5/13/2020	Final Inspection	Sam Smith
5/13/2020	Final Inspection	Sam Smith
5/13/2020	Final Inspection	Bill Black
5/13/2020	Final Inspection	Sam Smith
5/12/2020	Final Inspection	Sam Smith
5/12/2020	Final Inspection	Sam Smith
5/12/2020	Approach	Orie Turnbull
5/12/2020	Sidewalks	Sam Smith
5/12/2020	Stakeout/Layout	Sam Smith
5/12/2020	Footings	Sam Smith
5/8/2020	Footings	Sam Smith
5/8/2020	Under Floor	Bill Black
5/8/2020	Stakeout/Layout	Orie Turnbull
5/8/2020	Approach	Orie Turnbull
5/8/2020	Gas Test	Bill Black
5/8/2020	Mechanical rough in	Bill Black
5/8/2020	Final Inspection	Bill Black
5/8/2020	Final Inspection	Orie Turnbull
5/8/2020	Final Inspection	Bill Black
5/7/2020	Final Inspection	Bill Black
5/7/2020	Final Inspection	Sam Smith
5/7/2020	Final Inspection	Bill Black
5/7/2020	Under Floor	Bill Black
5/7/2020	Fence Post Depth	Orie Turnbull
5/6/2020	Mechanical Replacement	Bill Black
5/6/2020	Stakeout/Layout	Orie Turnbull
5/6/2020	Footings	Sam Smith
5/6/2020	Sanitary Sewer	Bill Black
5/5/2020	Footings	Sam Smith
5/5/2020	Foundation Walls	Sam Smith
5/5/2020	Footings	Sam Smith
5/5/2020	Final Inspection	Sam Smith
5/5/2020	Under Floor	Bill Black
5/4/2020	Sidewalks	Orie Turnbull
5/4/2020	Sidewalks	Orie Turnbull

5/4/2020	Under Floor	Bill Black
5/4/2020	Above Floor	Bill Black
5/4/2020	Stakeout/Layout	Sam Smith
5/1/2020	Foundation Walls	Sam Smith
5/1/2020	Re-Inspection	Bill Black
5/1/2020	Approach	Sam Smith
5/1/2020	Sidewalks	Sam Smith
5/1/2020	Final Inspection	Bill Black
5/1/2020	Final Inspection	Bill Black
5/1/2020	Approach	Sam Smith

**Total Records: 84**

**5/28/2020**



**To:** President Dykstra & Board of Trustees  
**From:** Dennis Donaldson  
**Re:** Planning & Economic Development May Report  
**Date:** May 29, 2020

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**RETAIL/ECONOMIC CLIMATE** – The U.S. bar and restaurant sector is in “survival mode” until the majority of stay-at-home orders have been lifted across the country. Until then, operators, that are able to, are relying on curbside pickup and third-party delivery services. As I mentioned, last month, some are still looking at the second round of government assistance to help bridge the gaps. According to ICSC, the experts advised those operators not to change their businesses so drastically, that they will not be able to function appropriately, post-lockdown. Basically, don’t do anything that you cannot walk back, as the anticipated recession economy ensues. Illinois is currently beginning Phase 3 of “Restore Illinois” (as of today), and businesses are making preparations to move forward. Several local agencies are creating “temporary” plans to help make this transition easier to endure. During this shutdown, U.S. retail and food service sales have dropped, drastically, compared to last year’s numbers. BUT the numbers, for sales at food-and-beverage STORES (e.g. Aldi, Schnucks, Walmart, Friar Tuck), have risen during this same period. General merchandise stores, for those deemed “essential” also experienced an uptick. I am anxious to see how the recovery period looks on the other side of this process.

**LOCAL AGENCY COLLABORATION** – There has certainly been a lot of teamwork, among local agencies, during these trying times. A TRUE illustration of “public/private partnerships” is taking place. An impressive pool of resources have been created, upgraded, and implemented that provide recommendations, best-practices, etc. for local employers, employees, small businesses (those considered “non-essential” by the Governor’s order) to use as they progress through the shutdown and prepare to reopen. The Champaign County EDC, and the Champaign County EOC have been hard at work, leading these agencies as they navigate the waters. “Champaign County Safe” ([champaigncountysafe.org](http://champaigncountysafe.org)) is just ONE of those collaborations created to assist the business community. Please take time to review these resources, as village leadership (in addition to staff) may be contacted by the community to answer questions or address concerns. Staff has passed along pertinent information to SBC that can be forwarded to its members.

**PLANNING AND DEVELOPMENT** – There are a few projects nearing completion throughout the Village. Cosmetic tidbits are being performed along the Prospect Ave. rebuild. Striping, sidewalks, and landscaping (grass) have all received attention in recent weeks/days and it looks great – certainly a project worth the wait!!! In addition, the Colbert Park multi-use walking path is getting a lot of use – a little touch-up grading and landscaping are all that remain – ALSO worth the wait. The Pheasant Lane rebuild continues as well as the planning for the Magnolia Ct. drainage/sidewalk improvements. Of course, the Curtis Rd. upgrade also received a little planning “attention” during the month. Lastly, new-home builds are still taking place, somewhat sporadically throughout the Village, as housing market sales remained somewhat stable, according to local real estate numbers. As you drive around Savoy subdivisions, “stay-at-home projects” are seemingly on the rise, as new patios, fences, pools, and sunroom projects are taking place throughout. Finally, the vision of our retail block is still taking shape, as staff continues to have discussions with stakeholders for the development of that area. Staff is hopeful that these update discussions will remain fluid as we move even closer to making block a reality. The “new normal” is still being formulated, but it is definitely a positive sign that the strength and resiliency of our community is going to shine.  
**#WeAreInThisTogether**



## Village of Savoy

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### VILLAGE CLERK'S REPORT – June 3, 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 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 5-6-2020, 5-13-2020, and 5-20-2020 Board of Trustees Meetings and completed Minutes.

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, signing Agreements as Village Clerk, 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,  
Freedom of Information Officer, and  
Local Election Official (LEO)



VILLAGE OF SAVOY – CLERK’S CALENDAR  
JUNE 2020

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