



VILLAGE OF SAVOY
AGENDA

Wednesday, May 13, 2020, 7:00 p.m.
Robert C. McCleary Municipal Center, 611 North Dunlap, Savoy, IL

Type of meeting: Board of Trustees Study Session

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

Attendees: President Joan E. Dykstra
Trustees: John P. Brown, Heather J. Mangian,
Jan Carter Niccum, A.J. Ruggieri, Dee Shonkwiler, and Bill Vavrik
Levi Kopmann, Acting Village Manager
Dennis Donaldson, Village Treasurer
Billie Jean Krueger, Village Clerk

Chairperson: Chairman John Brown

BOARD OF TRUSTEES STUDY SESSION

----- Agenda Topics & Staff/Speaker -----

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| 1. CALL TO ORDER, ROLL CALL, QUORUM DECLARED | CHAIRMAN BROWN |
| 2. BUSINESS | |
| A. PRAIRIE FIELDS HOA – DISCUSSION ON STREET PARKING | SETH YODER, PRESIDENT
PRAIRIE FIELDS HOA |
| B. DISCUSSION ON TITLE OF VILLAGE MANAGER OR VILLAGE ADMINISTRATOR | PRESIDENT DYKSTRA |
| 3. ADJOURN | CHAIRMAN BROWN |



To: Savoy Board of Trustees

From: Village President Joan Dykstra

Date: May 8, 2020

Re: Administrator vs. Manager title

We are nearing the release of the advertisement for the hiring a new Village Manager. When Savoy started, Sandra Broadrick-Allen and was the Village Administrator. We have had a few Village Administrators that followed. At about the time of the hiring of Dick Helton, in 2002, the Savoy Board of Trustees changed the title to Village Manager by ordinance.

As we put our search out publicly to candidates, one of the issues that some Trustees have discussed over the years was the appropriate title of our hired administrator. The Village of Savoy has a Trustee-Village form of government, which is one of the standard forms of government according to Illinois law. Later sections of this memo present information on the various types of municipal government.

In the ages that follow is a quick survey of comparison municipalities, their form of government, and the title for their administrator. I'm sure there are other municipalities who, like us, have a Manager title but not a manager form of government. Savoy does not have a "statutory" manager, rather a title of manager for our administrator.

To that end, I believe we need to revisit the correct terminology for our leader to better reflect our actual governmental operation. The difference in responsibility is minimal but does involve who is responsible for appointing non-elected officers, such as Treasurer. This will eliminate confusion as to statutory responsibility.

I believe 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. I would like the board to discuss the pros and cons of this issue.

Thank you for your consideration.

Survey of Titles by Municipality

Title of Administrator

- Urbana
- Mahomet
- Rantoul
- Clinton
- Monticello
- Tuscola
- Mattoon
- Effingham
- Pontiac
- Lincoln
- Rockford

Title of Manager

- Champaign (operates under a City Manager form of government)
- Charleston (operates under a City Manager form of government)
- Bloomington (Commission Form of Municipal Government)
- Normal (operates under a Council/Manager form of government).
- Decatur (operates under the Council-Manager form of government)
- Pekin (operates under the Council-Manager form of government)
- Wilmette (operates under the Council-Manager form of government)

No Administrator or Manager (Mayor and Trustees implement day-to-day administration)

- Springfield (operates under a Mayor–Aldermanic form of government)
- Danville (operates under Aldermanic form of municipal government)
- East Peoria (lead by a Commission Form of local government-trustees share the work)
- Kankakee (is governed by the Mayor-Council system)
- Aurora
- Paxton

Forms of Municipal Government

TRUSTEE-VILLAGE FORM

Under the trustee-village form, the legislative body consists of six trustees, generally elected from the village at large. The number of trustees does not vary with the size of the municipality. Villages of over 25,000 population may have each of the six trustees elected by district instead of from the village.

The village president and clerk are elected at large, but the village treasurer is appointed. The term of the president, trustees, and clerk is four years, unless reduced to two years by referendum. As with the mayor in the aldermanic-city form, the appointments to all nonelective offices are made by the president with the advice and consent of the board of trustees. If the village collector is appointed, the village board may provide by ordinance that the elected village clerk also holds the office of village collector.

ALDERMANIC-CITY FORM

Under the aldermanic-city form, the legislative body ordinarily consists of two aldermen from each ward elected for a four-year term. Their terms are staggered so that half are elected every two years. The number of aldermen elected depends upon the population of the city. The mayor is the chief executive officer of the municipality. The mayor, city clerk, and city treasurer are elected at large (Village or citywide) to a four-year term. Other offices and vacancies are filled by appointment by the mayor with the advice and consent of the council, although it may be provided by ordinance that these offices be filled by election.

COMMISSION FORM

The commission form of government is limited to cities or villages under 200,000 population. Under this form, the voters elect at large a mayor and four commissioners who serve as the council. At the first regular meeting after an election, the council designates each member to be the commissioner of either of the following divisions:

- Accounts and finances
- Public health and safety
- Public property
- Streets and public improvements

The mayor serves as commissioner of public affairs. The council may elect the clerk and treasurer, as well as all the other officers whose appointment is not delegated, as it may be, to one commissioner. Each commissioner is given executive control over such administrative departments as may be assigned to him.

MANAGER FORM

The manager form of government is available to all municipalities under 500,000 in population. The municipality may retain its governmental structure as an aldermanic-city form, trustee-village form, or commission form while adopting the features of the manager form.

Under this form, the power of the council or board is purely legislative, except that it is empowered to approve all expenses and liabilities of the municipality. The manager is the administrative and executive head of the government for some purposes. The manager appoints and removes all officers not required to be elected. The appointment to most boards, commissions, and other municipal agencies resides in the mayor or president subject to council or board confirmation.

STRONG MAYOR FORM

This form of government has an elected mayor, clerk, a treasurer and, depending upon the size of the community, from 8 to 20 aldermen elected from wards. The terms of elected officials are four years. The functions of an ordinary mayor are generally merged with the powers accorded a municipal manager. The mayor is given the power, without council approval, to appoint and remove his:

- Administrative assistants
- Budget and finance director
- Heads of all department and other officers of the municipality
- Members of commissions, boards and agencies, except those covered by civil service.

The powers of the council are purely legislative.

ADMINISTRATIVE FORM

This "form" of government is not specifically sanctioned by statute but is in use in a number of municipalities. It may be used in all but the manager form of government. It is not really a "form" of government but rather a legislative device adopted by municipalities which seek a full-time administrator without the permanency of the manager form of government. Under this system, a municipality creates by ordinance the office or employment of "administrator" and endows such an office or employment with certain administrative powers.

VILLAGE OF SAVOY
CHAMPAIGN COUNTY, ILLINOIS

ORDINANCE NO. 2002-13

ORDINANCE REGARDING THE OFFICES
OF VILLAGE MANAGER AND
PUBLIC WORKS DIRECTOR

ADOPTED BY
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF SAVOY
CHAMPAIGN COUNTY, ILLINOIS
THIS 12th DAY OF JUNE 2002

Published in pamphlet form by authority of the President and Board of Trustees of the Village of Savoy, Champaign County, Illinois, this 13th day of June 2002.

VILLAGE OF SAVOY
CHAMPAIGN COUNTY, ILLINOIS

Ordinance No. 2002-13

June 12, 2002

ORDINANCE REGARDING THE OFFICES
OF VILLAGE MANAGER AND
PUBLIC WORKS DIRECTOR

WHEREAS, the Village of Savoy, Illinois, did previously adopt an Ordinance creating the offices of Village Administrator and Public Works Director, Ordinance No. 86-0616, on June 16, 1986; and

WHEREAS, the Village of Savoy, Illinois, revised the job descriptions and certain other aspects of those offices by amended Ordinance No. 86-0616 with Ordinance 2000-05-03D passed May 3, 2000; and

WHEREAS, the President and Board of Trustees have determined that, by virtue of the current job assignments and responsibilities, the job title of the Village Administrator should be changed to Village Manager.

NOW, THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SAVOY, ILLINOIS, AS FOLLOWS:

I. Section I of said Ordinance No. 2000-05-03D is hereby amended in its entirety to read as follows:

Section I: Creation of the Office of Village Manager. There is hereby created the Office of Village Manager of the Village of Savoy. A person to fill the office of Village Manager shall be nominated by the Village President, or Acting President and appointed with the consent of the Board of Trustees and shall serve in such office at the pleasure of the President and Board of Trustees of the Village of Savoy.

1. Creation of Office. The office of Village Manager is hereby created.
2. Appointment of Village Manager. The Village Manager shall be appointed by majority vote of the Village Board of Trustees for an indefinite term. The Manager shall be chosen by the Board of Trustees solely on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth. At the time of

this appointment, the appointee need not be a resident of the Village or state, but during the Manager's tenure of office, shall reside within the Village.

3. Removal of the Village Manager. The Village Board of Trustees may remove the Village Manager at any time by a majority vote of its members. If requested, a public hearing shall be granted by the Board of Trustees within 30 days following notice of removal. During the interim, the Board of Trustees may suspend the Manager from duty, but shall continue the Manager's salary until the removal becomes final.
4. Power and Duties of the Village Manager. The Village Manager shall be the chief administrative officer of the Village, may head one or more departments and shall be responsible to the Village Board of Trustees for the proper administration of all affairs of the Village. To that end, the Manager shall have the power and shall be required to:
 - a. Hire and, when necessary for the good of the Village, suspend or terminate the employment of any department head or employee of the Village except as otherwise provided by law. The Manager may authorize the head of a department or office to hire, suspend, or terminate subordinates in such department. All hiring and termination shall be based solely on the merit, qualifications, or disqualifications of the employee concerned without regard to political beliefs or affiliations, and in accordance with Village personnel policies.

Where state law or ordinance requires certain administrative officers to be appointed and removed by the Village President or Board of Trustees, the Manager has the authority to recommend such appointees and to recommend their discipline or removal. All recommendations for appointment or removal shall be based solely on the merit, qualifications, or disqualifications of the official concerned without regard to political beliefs or affiliations.
 - b. Prepare the budget annually and submit it to the Board of Trustees together with a message describing the important features and be responsible for its administration after adoption.

- c. Prepare and submit to the Board of Trustees as of the end of the fiscal year a complete report on the finances and administrative activities of the Village Board of Trustee for the preceding year.
- d. Keep the Board of Trustees advised of the financial condition of future needs of the Village and make such recommendations as may be deemed desirable.
- e. Recommend to the governing body a standard schedule of pay for each appointive office and position in the Village service.
- f. Recommend to the governing body adoption of such measure, as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
- g. Consolidate or combine offices, positions, departments, or units under his/her jurisdiction, with the approval of the Village Board of Trustees. The Village Manager may be the head of one or more departments.
- h. Attend all meetings of the Village Board of Trustees unless excused there from and take part in the discussion of all matters coming before the Board of Trustees. The Manager shall be entitled to notice of all regular and special meetings of the Board of Trustees.
- i. 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 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 Manager 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 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 expenditures 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 three capital funds or an item with a cost greater than \$10,000. This includes contracts for services in excess of \$10,000.
4. In all purchases the Manager shall comply with statutory requirements, and any Village requirements and policies as to the solicitation of bids.
 - j. See that all laws and ordinances are duly enforced.
 - k. Investigate the affairs of the Village or any department or division thereof. Investigate all complaints in relation to matters concerning the administration of the government of the Village and in regard to service maintained by the public utilities in the Village and see that all franchises, permits, and privileges granted by the Village are faithfully observed.
 - l. Devote his/her entire time to the discharge of all official duties.
 - m. Perform such other duties as may be required by the Board of Trustees, consistent with the Village charter, law or ordinances.
5. Emergencies. In case of accident, disaster, or other circumstance creating a public emergency, the Village Manager may award contracts and make purchases for the purpose of meeting said emergency, but the Manager shall file promptly with Board of Trustees a certificate showing such emergency and he necessity for such action together with an itemized account of all expenditures.
6. Bond. The Village Manager shall, if and as required by the Board of Trustees, furnish a surety bond conditioned on the faithful performance of all Manager's duties. The Village shall pay the premium of the bond.

7. Compensation. The Village Manager shall receive such compensation, as the Board of Trustees shall fix from time to time by ordinance or resolution.
8. Vacancy. Any vacancy in the office of the Village Manager shall be filled within 120 days after the effective date of such vacancy.

II. Section II of said Ordinance No. 86-0616 is hereby amended in its entirety to read as follows:

Section II: Office of Village Public Works Director.

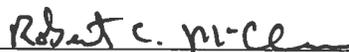
1. The office of Village Public Works Director is hereby created.
2. The Village Public Works Director shall be hired by Village Manager.
3. The Public Works Director's salary, benefits, duties, terms and conditions of employment shall be in accordance with the Personnel Policies of the Village of Savoy, Illinois, as they may exist from time to time.

III. If any section, sub-section, clause or phrase of this ordinance is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. All ordinances of the Village prescribing the duties of heads of departments shall remain in full force and effect except in so far as they conflict with the provisions of this ordinance in which case the provisions of this ordinance shall govern.

IV. This Ordinance shall be effective upon its passage and publication in pamphlet form as required by law.

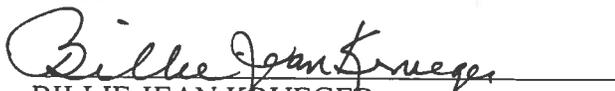
PRESENTED, PASSED, APPROVED, and ADOPTED by the Village of Savoy President and Board of Trustees at a regular meeting thereof conducted on June 12, 2002.

APPROVED:



ROBERT C. McCLEARY
Village Board President

ATTEST:



BILLIE JEAN KRUEGER
Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF CHAMPAIGN)

CERTIFICATE

I, Billie Jean Krueger, certify that I am the duly appointed and acting municipal clerk of the Village of Savoy, Champaign County, Illinois.

I further certify that on June 12, 2002, the Corporate Authorities of such municipality passed and approved Ordinance No. 2002-13 entitled:

ORDINANCE REGARDING THE OFFICES
OF VILLAGE MANAGER AND
PUBLIC WORKS DIRECTOR

The pamphlet form of Ordinance No. 2002-13, including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on June 13, 2002, and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at Savoy, Illinois, this 24TH day of June, 2002.



BILLIE JEAN KRUEGER
Village Clerk