

Memorandum

To: Members of the City Council & Residents of Troy
Cc: City Clerk Andrea Lambert, City Treasurer David Roady; Public Works Director Rob Hancock; City Attorney Fred Keck; Chief of Police Brad Parsons; Building & Zoning Department; Asst. to City Administrator Michele Colligan
From: City Administrator
Date: November 13, 2020
Re: Re-Closing of City Hall

Due to increasing COVID-19 rates in the community, City Hall, as well as the Building & Zoning Office, will be closed effective November 13th, 2020 at 4:30pm until further notice. As public safety is our priority for all City business, we will continue to respond to directives from the State of Illinois and local public health agencies.

This Re-Closure measure includes the following:

- The customer service window of the water department in City Hall will close Friday, November 13th, 2020 at 4:30 pm until further notice. At that time, city water/sewer customers are asked to conduct their usual business of paying their water bills by paying online, paying through the mail, or paying through the outside dropbox to the left of the doors at City Hall.
- Additionally, the water clerk staff will be available by phone at 667-9924 x2, to provide help to any customer with water turn-ons and shut-offs, but we will be asking customers to provide water service deposits through the same system as paying your monthly bill, as described above.
- No sales of hunting and fishing licenses or notary service during this City Hall closure.
- No permitting of door to door or highway soliciting until further notice.
- Petition packets for the Consolidated Election (April 6th, 2021) can be picked up during business hours by (outdoor) appointment from the City Clerk 667-9924 x 3.
- Temporary occupancy permits for rental properties will be issued only by phone at 667-9924 x4, and rental property inspections will be halted until further notice. At the future point of inspection, a full occupancy permit will be granted.
- Inspections of construction for residential and commercial building permits will continue as regularly conducted by the Building & Zoning Office, but we encourage contractors and builders to utilize the phone, if possible, by calling the Building & Zoning Office at 667-9924 x4.
- Our police department is adhering to advice of local public health and law enforcement agencies and will work within those guidelines to continue providing law enforcement to the community. If you have any questions or concerns regarding that activity, please contact Chief Parsons at the Police non-emergency number at 667-6731.
- The City Council will meet via Zoom technology again starting on November 16th, 2020 until further notice. Constituents will have the ability to join in those meetings through their computer or through their phone (see Agenda for meeting access code).
- General questions regarding any other aspect of City operations can be directed to City Administrator Doug Partney at 667-9924 x1 and questions regarding City governance can be directed to Mayor Allen Adomite or City Clerk Andrea Lambert at 667-9924 x3.

All Council notices and meeting packets are provided online via the City's website at www.troyil.us, and our BoardDocs site at <http://go.boarddocs.com/il/troyil/Board.nsf/>.

Troy residents are encouraged to click on the following links for information and are reminded of the Illinois Department of Public Health COVID-19 Hotline at 1-800-889-3931.

Thank you for your attention to this matter.

Suggested Links: Madison County Health Department:

<https://www.co.madison.il.us/departments/health/index.php>

Illinois Department of Public Health:

www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus

Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-nCoV/summary.html#situation-summary>

Troy Police Department Facebook site:

<https://www.facebook.com/Troy-Police-Department-257738987768900/>

Troy City Council BoardDocs site:

<http://go.boarddocs.com/il/troyil/Board.nsf/>

