

AGENDA FOR THE REGULAR MEETING
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS
Tuesday, September 21, 2021
7 p.m.

Lord of Life Church
40W605 IL-38
Elburn, IL 60119

Due to COVID-19, this meeting will be held at Lord of Life Church to allow for social distancing. It is MANDATORY that masks be worn during the entire duration of this meeting, by the Village Board, Village Staff, and all public members.

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments** –
 - a.) An individual may **E-mail** their Public Comment (including full name and question/comment) to lbaez@villageofcamptonhills.org **prior to 4 pm on 9-21-2021** Any Public comments emailed in **prior** to 4:00 p.m. will be read on the record by the Village Clerk during this section of the Open Meeting.
 - OR**
 - b.) An individual can also participate **in person**, during this section of the Open Meeting. In order to do so, please raise your hand to be addressed by the Village Board. Face coverings/masks must be worn during the entire meeting, and during the duration of a public comment being made. Public Comments will not be addressed once this portion of the agenda has passed.
4. **Consent Agenda** [By a single unanimous vote, called an omnibus vote, the Board may approve a number of unrelated items. There may be no discussion, but any Trustee may remove any one or more items from the Consent Agenda, whereupon that item goes on the agenda below.]
 - a.) Motion to approve the **minutes of the 9-7-2021** Regular Village Board Meeting
 - b.) Motion to approve payment of bills per **Warrant List #22-07**.
5. **Action Item**
 - a.) **MOTION to approve a Resolution to approve a Village Administrator Contract**
 - b.) **MOTION to authorize the purchase of a replacement squad vehicle for totaled squad No. 9**
6. **Department Reports**
 - a.) **Police Department August Report (Available for viewing [HERE](#))**
 - b.) **Building and Zoning August Report (Available for viewing [HERE](#))**
 - c.) **Treasurers August Report (Available for viewing [HERE](#))**

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7. **Current Discussion Items**
 - a.) **Board to discuss authorization of Village Attorney- Montana and Welsh to draft Budget Adjustment Ordinance to allow for the hiring of 2 (two) additional Full Time Police Officers for the October 5, 2021, Village Board meeting.**
 - b.) **Leased Space Update- MetroWest Agreement**
 - c.) **Childhood Cancer Awareness Month**
 - d.) **Whistleblower State Law Adjustment**
 - e.) **Website Maintenance Contract Renewal**

8. **Items – Parking Lot (90-day limit will be placed on future items)**
 - a.) **Police Department and Building Security Improvements Architect/Construction Manager RFQ Update**
 - c.) **Laserfiche Services**

9. **Additional Informational Items**, Updates and Follow-up Reports from the Village President, Trustees, Village Administrator, Village Attorney, or Village Staff.
 - a.) **IDOT Audit Update**
 - b.) **Passport Program is LIVE** (Small booklets are available at participating Local Businesses within the Village, and at the Village Hall).

10. **CLOSED SESSION**: Move that the Village Board go into closed session as permitted by the Open Meetings Act to discuss one or more of the following matters:
 - a.) Litigation that is filed and pending or is probable or imminent. 2(c)(11)
 - b.) Collective negotiating matters. 2(c)(2)
 - c.) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)
 - d.) Section 2.06(d) of Open Meetings Act (5 ILCS 120/2.06(d)) requires that public bodies review minutes of closed meetings for potential release approximately every six months.

11. **Potential Action Pertaining to Closed Session**

12. **Next Meeting**: Tuesday, October 5, 2021

13. **Adjournment**

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Mission Statement

Entrusted by its citizens, the Village of Campton Hills is dedicated to delivering municipal services in the most responsive, cost effective and efficient/proficient manner. Campton Hills is committed to upholding high quality of life standards by supporting its school districts, maintaining family values and agriculture traditions, preserving natural resources, encouraging environmental stewardship, supporting passive and active recreational opportunities, honoring rural heritage and generating a strong business foundation for present and future residents and visitors.

Vision Statement

Residents of the Village of Campton Hills wish to maintain the semi-rural quality of their environment and its associated lifestyle. They wish to control their own destiny, act so that property values increase over time at a greater rate than market averages and insure the continue excellence of the schools that educate their children.

The Village of Campton Hills will be an aesthetically appealing, fiscally viable, family-oriented community striving to provide excellent educational, social, recreational, and cultural opportunities. The Village will foster a strong residential and business community, with concern for ecological stewardship while cooperating with other governmental bodies and agencies. Campton Hills will also work with area school districts to provide an exceptional education for their children. Campton Hills will strive to be an inviting and safe community that provides for the quality of life needs of its residents while preserving its character and heritage.

MEETING MINUTES FOR THE REGULAR MEETING
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Tuesday, September 7, 2021
7:00 P.M.

Lord of Life Church
40W605 IL-38
Elburn, IL 60119

***All Public Meetings are recorded.**

Call to Order - President Tyrrell called the meeting to order at 7:07 pm.

Motion to **Invite** Trustee Bakk to join the meeting via phone made by Trustee McKelvie, seconded by Trustee White Eagle

Roll Call: [AYES: 5] [NAYES: 0] [ABSENT: 2] [ABSTAIN: 0] Motion **CARRIED**
 McKelvie Bakk
 White Eagle Millette
 George
 Muncie
 Tyrrell

1. Roll Call – Clerk Baez called the roll

<i>Present</i>	<i>Absent</i>	<i>Also Present x</i>
Trustee Bakk (via phone)	Trustee Millette	Administrator Searl
Trustee George		Clerk Baez
Trustee McKelvie		Chief Millar
Trustee Muncie		Village Attorney(s) – Peter Murphy
Trustee White Eagle		Ryan Morton
President Tyrrell		Member(s) of the Public

2. Pledge of Allegiance – President Tyrrell led those in attendance the Pledge of Allegiance.
a) There was a **Moment of Silence** in remembrance of the **20th. Anniversary of 911.**

3. Public Comments – Limited to 3 minutes per individual

No public comments

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4. **Consent Agenda** [By a single unanimous vote, called an omnibus vote, the Board may approve a number of unrelated items. There may be no discussion, but any Trustee may remove any one or more items from the Consent Agenda, whereupon that item goes on the agenda below.]

Clerk Baez requested to pull **Item a** to **amend** the minutes of August 17, 2021, to include more definitive minutes to **Action 5d**. Clerk Baez went through the amendments for the Board's understanding.

- a.) Motion to **approve** the **Amended** minutes of the **August 17 2021** made by Trustee McKelvie, seconded by Trustee Muncie

Roll Call: [AYES: 4] [NAYES: 0] [ABSENT: 1] [ABSTAIN: 1] Motion **CARRIED**
McKelvie Millette Bakk
Muncie
George
White Eagle

- b.) Motion to **approve** payment of bills per **Warrant List #22-06** made by Trustee White Eagle, seconded by Trustee McKelvie

Roll Call: [AYES: 4] [NAYES: 0] [ABSENT: 1] [ABSTAIN: 1] Motion **CARRIED**
White Eagle Millette Bakk
McKelvie
George
Muncie

5. **2020 Citizen of the Year Announcement and Recognition.**

Dave Carrell – Community Relations Committee Chair presented the 2020 Citizen of the Year award to Ms. Silvana King. Excerpt from Dave's speech: "Silvana has a huge heart and embodies everything a great citizen should have: passion, enthusiasm, knowledge, and thoughtfulness about her community and its citizens." To read about all of Ms. King's numerous contributions to the community please visit the Campton Hills website.

The Village Board took a 20 min. recess for cake and coffee.

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Motion to **Reconvene** the Village Board meeting at 7:40 p.m. was made by Trustee White Eagle, seconded by Trustee Muncie.

Roll Call: [AYES: 6] [NAYES: 0] [ABSENT: 1] [ABSTAIN: 0] Motion **CARRIED**
White Eagle Millette
Muncie
McKelvie
Bakk
George
Tyrrell

President Tyrrell introduced Lesli Melendy - Executive Director of Metro West Council of Government and Barb Wojnicki – 30 yr. resident of Campton Hills and Kane County Board Representative, who were in attendance of tonight’s meeting.

6. Action Items

a. PRESENTATION of Certificate of Appreciation to Marc Falk for his service on the Finance Committee

President Tyrrell presented the Certificate of Appreciation to Mr. Falk and thanked him for his dedication and many years of service serving on the Finance Committee.

7. Current Discussion Items

a.) **HR Green:** Pavement Memo and exhibits to show likely pavement rejuvenation, crack sealing and new pavement markings. – (updated Pavement Maintenance Program and maps were included in the Board Packet).

Scott Marquardt arrived later in the meeting, but recapped what was in the Board packet regarding the program.) and answered any questions the Board may have.

b.) **Leased Space Update – Metro West Agreement** – ongoing. Village Attorney’s are working through the lease contract with a move in date slated for Oct. 1, 2021.

c. Childhood Cancer Awareness Month – September Proclamation (21-01)

President Tyrrell read aloud the Proclamation instituting September 2021 as Childhood Cancer Awareness Month in Campton Hills, Illinois.

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- 8. Items – Parking Lot (90-day limit will be placed on future items)**
a.) Police Department and Building Security Improvements Architect/Construction Manager RFQ Update.

Ongoing – Waiting for final bid and drawings per Trustee McKelvie.

- b.) Facebook/Social Media Policy**

No update

- c.) Laserfiche Services**

Administrator Searl updated the Board that staff is continuing to organize it's files, policies and procedures to streamline the process.

Meeting with the consultant on Tuesday, Sept. 14th. to go over questions the Village Staff has.

- 9. Additional Informational Items, Updates and Follow-up Reports from the Village President, Trustees, Village Administrator, Village Attorney, or Village Staff.**

- a.) IDOT Audit Update**

No update

- d.) Passport Program is LIVE** (Small booklets are available at participating Local Businesses within the Village, and at the Village Hall)

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- 10. CLOSED SESSION:** Move that the Village Board go into closed session as permitted by the Open Meetings Act to discuss one or more of the following matters:
- a.) Litigation that is filed and pending or is probable or imminent. 2(c)(11)
 - b.) Collective negotiating matters. 2(c)(2)
 - c.) *Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)

Motion to enter into Closed Session at 8:11 p.m. by Trustee White Eagle, seconded by Trustee McKelvie

Roll Call: [AYES: 5] [NAYES: 0] [ABSENT: 1] [ABSTAIN: 0] Motion **CARRIED**
White Eagle Bakk (dropped off the call)
McKelvie
Millette (8:33pm)
George
Muncie

Motion to Close Executive Session at 9:50 p.m. made by Trustee George, seconded by Trustee McKelvie.

Roll Call: [AYES: 5] [NAYES: 0] [ABSENT: 1] [ABSTAIN: 0] Motion **CARRIED**
George Bakk
McKelvie
Millette
Muncie
White Eagle

11. Potential Action Pertaining to Closed Session

12. Next Meeting - Tuesday, September 21, 2021 at 7 p.m. Lord of Life Church

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13. Adjournment

Motion to **Adjourn** the Regular meeting, motion made by Trustee McKelvie, seconded by Trustee White Eagle.

Roll Call: [AYES: 5] [NAYES: 0] [ABSENT: 1] [ABSTAIN: 0] Motion **CARRIED**
 McKelvie Bakk
 White Eagle
 George
 Millette
 Muncie

Meeting adjourned at 9:51 p.m

Approved this 21st. day of September, 2021

Michael Tyrrell
Village President

Lynn Baez
Village Clerk

Invoice Number	Description	GL Account and Title	Total Cost
Atlas Business Solutions, Inc.			
INV317320	Schedule Anywhere License - for Police Officers	10-21-5370 Information Tech - Police	\$600.00
Total Atlas Business Solutions, Inc.:			\$600.00
B&F Construction Code Services Inc			
57066	CH-21-0342 Solar Panel Plan Review	10-31-5350 Inspection Services	\$225.00
57209	CH-21-0369 Building, Plumbing, Mechanical, Electrical &	10-31-5350 Inspection Services	\$895.50
57245	CH-21-0363 Addition/Alterations Plan Review	10-31-5350 Inspection Services	\$200.00
57251	CH-21-0386 Additions/Alterations Plan Review	10-31-5350 Inspection Services	\$200.00
Total B&F Construction Code Services Inc:			\$1,520.50
Camic Johnson Ltd			
08102021INV	Local Prosecutions - July 2021	10-21-5330 Legal Services	\$700.00
09022021INV	20-DT-476 Court Prosecution Fees	10-21-5330 Legal Services	\$750.00
Total Camic Johnson Ltd:			\$1,450.00
Campton Township Highway District			
09092021INV	Driveway Access Fees - CH -21-0404	10-31-5960 Driveway Access Fees - To CTHD	\$1,200.00
VCH210821	8/19/2021 Tree Blocking Road & Lenz, Kendall & Lilly - E	13-00-5180 Maint. Svcs. - Trees, Trimming	\$1,350.00
VCH210821	8/19/2021 Tree Blocking Road & Lenz, Kendall & Lilly - L	13-00-5180 Maint. Svcs. - Trees, Trimming	\$588.00
VCH210825	8/24/2021 Tree Removal Muirhead & Lenz Rd. - Equipme	13-00-5180 Maint. Svcs. - Trees, Trimming	\$4,000.00
VCH210830	8/24/2021 On Parking Police Use Only Sign	13-00-5190 Maint. Svcs. - Miscellaneous	\$71.61
Total Campton Township Highway District:			\$7,209.61
Cardmember Service - First American Bank			
JULY2021	Sam's Club - Office Supplies	10-11-6510 Office Supplies	\$156.39
JULY2021	Fed Ex - Scanning Docs for B & Z	10-31-6510 Office Supplies	\$17.97

Invoice Number	Description	GL Account and Title	Total Cost
JULY2021	Mail Chimp - Fee for Mass Mailing of Community Counts	10-11-5540 Printing & Publishing	\$22.30
JULY2021	Amazon - AED Cabinet	10-21-6510 Office Supplies	\$118.79
JULY2021	Sam's Club Trash Cans	10-11-6510 Office Supplies	\$37.40
JULY2021	Harry & David - Gift Basket for Metro West Golf Outting	10-11-5395 Other Professional Svcs.	\$127.48
JULY2021	Google Storage - Cloud Storage for R. Searl	10-11-5370 Information Tech - Admin	\$1.99
JULY2021	Amazon Web Service - Cloud Storage for Village Files	10-11-5370 Information Tech - Admin	\$194.16
JULY2021	HomeFront Security - Training for PD	10-21-5630 Training & Registration	\$375.00
JULY2021	Ray O'Herron - Flashlight & Table Tee for Officers	10-21-4710 Uniforms Allowance	\$70.18
JULY2021	Paypal - Smart Bike Helmet with Lights - PD	10-21-8300 Equipment	\$242.85
Total Cardmember Service - First American Bank:			\$1,364.51
Conserv FS, INC.			
08312021INV	Finance Charges - 08/2021	10-11-5790 Bank Charges	\$30.40
Total Conserv FS, INC.:			\$30.40
Coverall North America Inc			
1010683467	Cleaning Service - September 2021	10-11-5360 Janitorial Service	\$245.00
1010683467	Cleaning Service - September 2021	10-21-5360 Janitorial Services	\$105.00
Total Coverall North America Inc:			\$350.00
Crimestar Corporation			
10638	RMS - Records Management System Annual Support Fe	10-21-5180 Maint Svc-Software	\$975.00
Total Crimestar Corporation:			\$975.00
Eagle Engraving Inc			
2021-3880	Citizen of the Year Award	10-21-9370 Expenses Reimb. With Donations	\$7.00

Invoice Number	Description	GL Account and Title	Total Cost
Total Eagle Engraving Inc:			\$7.00
GovTempsUSA LLC			
3801461	R Searl 8/22 & 08/29 weeks	10-11-5391 Contracts - Admin. Dept.	\$4,675.30
Total GovTempsUSA LLC:			\$4,675.30
Helping Hand IT Svcs & Networking Inc			
21-38359	HHIT Monthly invoice - September 2021	10-11-5370 Information Tech - Admin	\$1,025.33
21-38359	HHIT Monthly invoice - September 2021	10-21-5370 Information Tech - Police	\$439.42
Total Helping Hand IT Svcs & Networking Inc:			\$1,464.75
Lakeshore Recycling Systems			
4769845	National Night Out - Delivery & pickup - Garbage/Portable	10-11-9370 Community Relations	\$3,600.00
Total Lakeshore Recycling Systems :			\$3,600.00
Metropolitan Mayors Caucus			
2021-084	FY 2021 Caucus Dues	10-11-5610 Dues and Subscriptions	\$500.90
Total Metropolitan Mayors Caucus:			\$500.90
Montana & Welch LLC			
13869	General Legal Services - July 2021	10-11-5330 General Legal Service	\$2,843.75
13869	Liquor License Legal Issues - July 2021	10-11-5330 General Legal Service	\$1,268.75
13869	Zoning Legal Issues - July 2021	10-31-5330 Legal Services	\$3,500.00
13869	Norton Lakes Escrow Legal Issues - July 2021	10-00-2553 Escrow - Norton Lake Dev., LLC	\$131.25
13869	Escrow Related Legal Issues - July 2021	10-00-2549 Escrow - Larsen/County Wide	\$262.50
13869	Police & Fire Commission Legal Issues - July 2021	10-22-5395 Other Professional Svcs.	\$700.00

Invoice Number	Description	GL Account and Title	Total Cost
13870	ARPA - Legal Issues July 221	10-11-9329 ARPA Expenditures	\$393.75
Total Montana & Welch LLC:			\$9,100.00
Nicor			
08312021INV	08/01/2021 to 08/30/2021 Gas	10-11-5710 Utilities	\$47.85
08312021INV	08/01/2021 to 08/30/2021 Gas	10-21-5710 Utilities	\$20.51
Total Nicor :			\$68.36
P F Pettibone & Co			
181024	Digital Photo ID Cards - Bayer & Dimaggio	10-21-5540 Printing & Publishing	\$34.00
Total P F Pettibone & Co:			\$34.00
Steven Millar			
09092021INV	Reimbursement for Illinois Association Chiefs of Police R	10-21-5630 Training & Registration	\$58.00
Total Steven Millar:			\$58.00
TIAA Commercial Finance, Inc.			
8407627	Copier Lease 9-26-2021 Rental & Supply Freight Fee	10-11-5940 Copier lease/maintenance	\$228.87
8407627	Copier Lease 9-26-2021 Rental & Supply Freight Fee	10-21-5940 Copier lease/maintenance	\$98.08
Total TIAA Commercial Finance, Inc.:			\$326.95
Trotter and Associates			
18637	McDonald Rd. Culvert Replacement 6/10-6/17 work	14-00-5320 Engineering Fees	\$2,140.00
18725	McDonald Rd. Culvert Replacement 6/28-7/7 work	14-00-5320 Engineering Fees	\$3,522.80
18894	McDonald Rd. Culvert Replacement 8/3-8/13 work	14-00-5320 Engineering Fees	\$629.20
18899	MFT Audit Correspondence	13-00-5320 Engineering Services	\$129.75

Invoice Number	Description	GL Account and Title	Total Cost
18900	Norton Lakes - August 2021 Correspondence & Plan & Si	10-00-2553 Escrow - Norton Lake Dev., LLC	\$1,289.50
18901	CH-21-0336 Grading Plan	10-31-5320 Engineering Services	\$400.00
18902	CH-21-0016 Grading Plan	10-31-5320 Engineering Services	\$400.00
18903	CH-21-0016 Final Survey	10-31-5320 Engineering Services	\$100.00
18904	CH-21-0402 Final Survey	10-31-5320 Engineering Services	\$100.00
Total Trotter and Associates:			\$8,711.25
Wrist-Band			
220676450	Wristbands for K9 Fundraising	10-21-9380 K-9 Unit Expenditures	\$140.09
Total Wrist-Band:			\$140.09
Grand Totals:			\$42,186.62

Invoice Number	Description	GL Account and Title	Total Cost
Payroll Costs for the 9/17/2021 Pay Check Date			
Payroll - Salaries Costs		Employer Paid Benefits	
Administration & Zoning	\$7,881.24	IMRF - Employer Portion - monthly	\$2,196.42
Elected Officials	\$3,966.64	IPBC - Employer Portion - monthly	\$7,453.61
Police - Full Time	\$22,068.06	Police Pension - Employer Portion	\$5,928.35
Police - Part Time	\$11,298.76	FICA, Medicare & Other Liabilities	\$2,239.47
Total Payroll	\$45,214.70	Total Employer Paid Benefits	\$17,817.85

Village President _____

I CERTIFY THAT THIS WARRANT AS LISTED AND APPROVED BY THE VILLAGE PRESIDENT WERE DULY AUTHORIZED FOR PAYMENT BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS.

Village Clerk _____

Village of Campton Hills

Board Summary Memo

To: Village President and Board of Trustees

From: Steve Millar, Police Chief

Date: September 21, 2021

Subject: FT Police Officers

Agenda #: 6a.

Issue:

- The Campton Hills Police Department has struggled since the Village's incorporation in maintaining adequate police officer staffing.

Background/Reasoning:

- At a recent Village Board meeting, Chief Millar presented a proposal to add 2 Full Time (FT) Police Officers to reduce the recent Department staff scheduling problems. The staffing problems originate from the Village's low pay and compensation for police officers. Currently, the Department has 7 full time (FT) police officers and 12 part time (PT). The proposal is to add 2 more FT police officers which will bring the Village closer to the FBI recommended staffing level of 1 FT police officer per 1,000 in population.
- Department staffing currently struggles due to turnover (which has been a long-term challenge) as well as a combination of work and non-work-related injuries and illness.

Supporting Documents:

- See attached local Police Department staffing survey

Budget:

- Trustee Wendy White Eagle previously presented to the Village Board a "proforma" budget that financially supports the Chief's staffing proposal. While there are some assumptions in Trustee White Eagle's proforma budget that need some adjustment, staff agrees that the addition of 2 FT officers can be financially supported in the foreseeable future.

Action Requested:

- **Board to discuss authorization of Village Attorney-** Montana and Welsh to draft Budget Adjustment Ordinance to allow for the hiring of 2 (two) additional Full Time Police Officers for the October 5, 2021 Village Board meeting.

LOCAL POLICE DEPARTMENT MANPOWER SURVEY

Department	Population	Full-Time	Part- Time
Elburn	5,629	11	6
Pingree Grove	8,107	9	9
Hampshire	6,008	14	0
Sugar Grove	9,689	11	8
Gilberts	7,823	10	8
Marengo	7,969	13	0
Genoa	5,220	7	15 (AUX)
Plano	11,752	23	0
Campton Hills	11,107	7	12

ORDINANCE NO. O-21-__

AN ORDINANCE OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS ADOPTING A NEW WHISTLEBLOWER PROTECTION POLICY FOR THE VILLAGE OF CAMPTON HILLS, KANE COUNTY.

WHEREAS, the Village of Campton Hills, Kane County, Illinois (the “*Village*”) is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the Illinois Municipal Code (65 ILCS 5/1-2-1) provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the Village of Campton Hills currently has in effect a policy for employees and officials regarding “whistleblower” protections against retaliation; and

WHEREAS, Public Act 101-0652, effective July 1, 2021, amended the Public Officers Prohibited Activities Act by adding a new section at 50 ILCS 105/4.1; and

WHEREAS, the new statutory section more specifically prohibits actions by local governments in retaliation against employees who report improper governmental activities; and

WHEREAS, the Village wishes to amend its existing whistleblower policy to incorporate the provisions of the new statutory section and ensure compliance with the new law; and

WHEREAS, the President and Board of Trustees of the Village (the “*Corporate Authorities*”) find that it is in the best interest of the health, safety and welfare of the residents of the Village to enact this amended whistleblower policy.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the

Village of Campton Hills, Kane County, Illinois, as follows

Section 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. The Whistleblower Protection Policy, included as Exhibit A to this Ordinance, is hereby adopted, replacing in full the previous version of the same policy.

Section 3. All ordinances, resolutions, motions, orders, or policies in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 5. This Ordinance shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

Intentionally Left Blank

Passed this ____ day of September 2021, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this ____ day of September, 2021

Michael Tyrrell, Village President

(SEAL)

ATTEST: _____
Lynn Baez, Village Clerk

1.1 Whistleblower Act

General

The Village strives to conduct its business with the utmost integrity, honesty and in strict accordance with all applicable federal, state, and local laws. Accordingly, employees are encouraged to immediately, or as soon as practicable, report any improper actions, including violations of Federal, State, or local laws, committed by Village employees or its officials to the Village Administrator, or, if the Village Administrator is involved in the improper actions, to the Village President.

The Village will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Definitions

“Whistleblower” means an employee of the Village who:

1. Reports an improper governmental action as defined under the Public Officers Prohibited Activities Act (50 ILCS 105/4.1);
2. Cooperates with an investigation by an Auditing Official related to a report of improper governmental action; or
3. Testifies in a proceeding or prosecution arising out of an improper governmental action.

“Auditing Official” as defined in the Public Officers Prohibited Activities Act (50 ILCS 105/4.1) means the Village Administrator, whose duties include those listed in the statute.

“Employee” means anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. Employee also includes members of appointed boards or commissions, whether paid or unpaid. Employee also includes persons who have been terminated because of any report or complaint submitted under this policy.

“Improper governmental action” includes any action by an employee that is undertaken in violation of a federal or state law or local ordinance; is an abuse of authority; violates the public’s trust or expectation of their conduct; is of substantial and specific danger to the public’s health or safety; or, is a gross waste of public funds. The action need not be within the scope of the employee’s official duties. It does not include personnel actions, such as employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

“Retaliation” means any adverse change in an employee’s employment status or the terms and conditions of employment that results from an employee acting as a whistleblower. Retaliatory action includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work;

unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee acting as a whistleblower.

Confidentiality

The goal of this whistleblower policy is to keep the confidentiality of the employee and protect said employee against retaliation. Where possible, the confidentiality of the employee will be maintained unless the employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. A whistleblower may waive confidentiality in writing.

Duties of the Village Administrator

The Village Administrator shall establish written processes and procedures for managing complaints filed under this policy. Any employee who believes an improper governmental action has occurred must report the action(s) in writing to the Village Administrator, or the Village President if the Village Administrator is the person involved in the action. Similarly, any employee who believes he or she has been retaliated against must submit a written report to the Village Administrator (or Village President) within 60 days of learning about the retaliatory act.

The Village Administrator (or Village President) shall investigate all reports of improper governmental action and retaliation, in accordance with the processes and procedures established as well as best practices for managing such complaints. All investigations into any conduct that has allegedly violated this policy shall be conducted in a timely manner and without unnecessary delay. The Village Administrator (or Village President) will determine the appropriate action to take based on that investigation, up to and including referring the matter to the State's Attorney for further investigation.

The Village Administrator will provide each employee with a copy of the Public Officers Prohibited Activities Act (50 ILCS 105/4.1), this policy, and any other written procedures related to this policy upon commencement of employment and at least once each year. The Village Administrator and Village President are responsible for reading the full context of the Public Officers Prohibited Activities Act (50 ILCS 105/4.1).

The Village Administrator (or Village President) may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution to any employees subjected to adverse actions for reporting improper government action. If the Village Administrator (or Village President) determines that restitution is not enough, the findings of the investigation will be made available to the employee or the employee's attorney to aid in making the employee whole.

Employee Responsibilities

All suspected or known illegal and dishonest activities shall be promptly submitted by employees to the Village Administrator (or Village President). An employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. Employees making good faith complaints or reports that are covered by this policy shall not be subjected to discipline. The

whistleblower is not responsible for investigating the activity or for determining fault or corrective measures.

Employee Acknowledgment

Employees are required to sign a written acknowledgement that they have received, read and understand this Policy, and to submit that acknowledgement to the Village Administrator. The form below will satisfy this requirement upon receipt.

Employee Acknowledgement of Whistleblower Protection Policy

I confirm that I have received, read and understand the “Whistleblower Protection Policy” for employees of the Village of Campton Hills.

I understand that as an employee, it is my responsibility to abide by this Policy. If I have questions about the Policy, I understand it is my responsibility to seek clarification from the proper supervisory department, the Village Administrator or the State’s Attorney of Kane County.

Print Name: _____

Employee Signature: _____

Date: _____



INVOICE

Nicole Fleshman Web Designs
812 Citizen Avenue
Elburn, Illinois 60119
United States

630.205.5810
www.nicolefleshman.com

BILL TO
Village of Campton Hills
40W270 LaFox Road, Suite B
Campton Hills, Illinois 60175
United States

630-584-5700
Treasurer@villageofcamptonhills.org

Invoice Number: 434

Invoice Date: September 15, 2021

Payment Due: October 15, 2021

Amount Due (USD): \$1,200.00

[Pay Securely Online](#)

Description Of Work	Qty/Hrs	Price	Sub Total
(Optional) 12 Month Maintenance and Hosting Agreement Expires October 15, 2022	1	\$1,200.00	\$1,200.00

Total: \$1,200.00

Amount Due (USD): \$1,200.00

Pay Securely Online



link.waveapps.com/zytswe-nvthur

Notes / Terms

All payments can be made via check to Nicole Fleshman Web Designs, 812 Citizen Avenue, Elburn, IL 60119 or Online via Chase QuickPay with Zelle (email:nicole@nicolefleshman.com).

Website Hosting & Maintenance Terms

<u>Contract</u>	<u>Fee</u>	<u>Payment Due By</u>	<u>Expiration/Renewal Date</u>
12 Month Maintenance and Hosting Agreement	\$1200	10/15/2021	10/15/2022

- All hosting and maintenance packages are a 12-month contract. Packages must be paid annually.
- The client will be invoiced 30 days prior to the Maintenance and Hosting plans expiration date.
- Includes up to 2 hours per month of website maintenance and updates.
- Unused support and content update hours do not roll over from month to month.
- Hosting and Maintenance start when the project begins.
- This maintenance agreement covers updating the websites theme and updating plug-ins to the latest version compatible with the theme. However, if the latest version of the theme or plug-ins is no longer compatible with WordPress or PHP then this would not be covered under the agreement.

Termination

- The Maintenance and Hosting agreement may be canceled by either party by providing a 30-day notification, in writing. If the Maintenance and Hosting agreement is canceled by the client (The Village of Campton Hills) prior to the expiration date (12 months from beginning of project), the client will not be reimbursed for the remaining months of the contract term. If website transfer services are needed to move the site to a new hosting account, the client will be billed at a rate of

\$45/hour for the hours it takes to complete the transfer. Nicole Fleshman Web Designs will delete content and data from the hosting account. If the Maintenance and Hosting agreement is cancelled by Nicole Fleshman Web Designs, it shall reimburse the Village a prorated portion of the unearned fees paid for the remaining months of the contract term, and any costs, expenses and fees to transfer website services to a new hosting account within 60 days of the expired agreement date if the plan is not renewed. Written notice needs to be provided to Nicole Fleshman by email and certified USPS mail.

- If the agreement is canceled by the Nicole Fleshman Web Designs, the client will be reimbursed for the remainder of months in the contract term. The client will be given 30 days' notice in writing to acquire a new maintenance and hosting provider. Nicole Fleshman will provide notice of cancellation to both the Village of Campton Hills Executive Assistant and Village Administrator at time of cancellation, via email. Nicole Fleshman Web Designs will move the website to the new hosting provider for no additional cost.

Payment:

The Village of Campton Hills shall make a payment in the full amount of \$1200 by 10/15/2021 to Nicole Fleshman Web Designs.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by their duly authorized representatives, on the date and year below.

Village of Campton Hills

Nicole Fleshman Web Designs

By: _____

By: Nicole Fleshman

Title: _____

Title: Owner

Date: _____

Date: 09/15/2021