

AGENDA FOR THE **SPECIAL MEETING AND BUDGET WORKSHOP**
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS
Tuesday, March 1, 2022
6:00 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.
Mask wearing is **OPTIONAL** .**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments**
 - a.) Individuals may email their public comment (including full name and question/comment) to **lbaez@camptonhills.illinois.gov** prior to **4 pm on 3-1-2022** Any Public comments emailed **prior** to 4:00 p.m. will be read on the record by the Village Clerk during this section of the open meeting.
 - b.) Individuals may participate in person, during this section of the Open Meeting. In order do so, please raise your hand to be addressed by the Village Board. Face coverings 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 2-15-2022** Regular Village Board Meeting
 - b.) Motion to approve payment of bills per **Warrant List #22-18**.
5. **Action Items:**
 - a.) **Motion to approve Resolution R-22-05** Engagement letter for Lauterbach & Amen, LLP to prepare the Police GASBB 67/68
6. **FY2022-23 Budget Workshop**
 - a.) General Fund revenues and expenditures
 - b.) Motor Fuel Tax Fund
 - c.) Road and Bridge Fund
 - d.) Capital Projects Fund
 - e.) Police Pension Fund
7. **Items – Parking Lot (90-day limit will be placed on future items)**
 - a.) **Support** for Kane County Well and Water Supply Ordinance
https://www.isws.illinois.edu/iswsdocs/wsp/kane_as.pdf

8. **Additional Informational Items**, Updates and Follow-up Reports from the Village President, Trustees, Village Administrator, Village Attorney, or Village Staff.
9. **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.
10. **Potential Action Pertaining to Closed Session**
11. **Next Meeting**: Tuesday, March 15, 2022, Budget Amendment Ordinance Discussion and Public Hearing
12. **Adjournment**

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
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS
Tuesday, February 15, 2022
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 7:00 pm.

1. **Roll Call** – Administrator Burchard called the roll in the absence of Clerk Baez

<i>Present</i>	<i>Absent</i>	<i>Also Present</i>
Trustee Cappell		Administrator Burchard
Trustee George		Treasurer Flakus
Trustee McKelvie		Chief Steve Millar
Trustee Millette		Ben Olson
Trustee Muncie		Member/s of the Public
Trustee White Eagle		
President Tyrrell		

2. **Pledge of Allegiance** – President Tyrrell led those in attendance the Pledge of Allegiance.

3. **Public Comments** – **Limited to 3 minutes per individual**
None

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.] Motion to approve items A and B made by Trustee White Eagle, seconded by Trustee McKelvie.

- a.) Motion to approve the **minutes of the 2-01-2022** Regular Village Board Meeting
b.) Motion to approve payment of bills per **Warrant List #22-17**.

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

5. **Action Items**

- a. **Motion to approve Resolution R-22-04** A resolution amending the execution of an agreement between the Village of Campton Hills, Kane County, Illinois and HR Green, Inc. for the 2021 MFT program related services for a maximum fee of \$8,000. Motion made by Trustee Muncie, seconded by Trustee George

Roll Call: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN: 0] Motion **CARRIED**

Muncie
George
Cappell
McKelvie
Millette
White Eagle

6. Department Reports

- a.) **Finance (included in Board packet and available online)**
Treasurer Flakus went over the highlights of the January report which is 75.00% year completed.
- b.) **Building and Zoning (included in Board packet and available online)**
Administrator Burchard went over January 21/22 Permit Summary.
- c.) **Police (included in Board packet and available online)**
Chief Millar went over the highlights of the Police Department January report.
 - Chief is continuing to try and raise the awareness of residents to be vigilant in protecting their homes and personal property by making sure their garage doors are closed, keys are not left in vehicles and are locked.

Motion to Suspend Roberts Rules of Order made by Trustee White Eagle, Seconded by Trustee Cappell

Voice Vote [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN: 0] Motion **CARRIED**

7. Current Discussion Items

- a.) **2022 MFT Program**
Ongoing – President Tyrrell and Administrator Burchard our looking into the applicability and use of Rebuild Illinois money to help resurface the Priority A,B, C Streets identified by the village engineer and Campton Township Highway District.
- b.) **Road Rejuvenation Exhibit (included in Board packet)**
No further discussion
- c.) **2020 Census**
Ongoing – Tom Bihun – President of the Sanitary District will work with Trustee Cappell in getting information on which houses went online from 2010 – 2020 in Norton Lake/Fox Creak and users as of April 2020.
- d.) **Committee Liaisons**
Ongoing – collect thoughts/ideas on future direction of Liaison role.
- e.) **Engagement letter for Lauterbach & Amen, LLP to prepare the Police GASBB 67/68. (included in Board packet)**
Action Item for voting on the Tuesday, March 1st. meeting
- f.) **Budget meeting schedule**
Village Board meetings on March 1st. and March 15th. will begin at 6:00 to allow for time to review of 22/23 budget. Meeting place is TBD.
- g.) **Annual schedule of meetings for 2022/23 (included in Board packet)**
No further discussion
- h.) **Austin Kleba, Olympic Speed Skater**
Recognition and well wishes sent to Austin from the residents of Campton Hills.
- i.) **Plan for Building and Zoning Department (included in Board packet)**

Ben Olson went over the issues and background reasoning for contracting a new service provider – SAFEbuilt to meet the needs of the Building and Zoning Department going forward.

8. **Items – Parking Lot (90-day limit will be placed on future items)**
 - a) **Support** for Kane County Well and Water Supply Ordinance
<https://www.isws.illinois.edu/iswsdocs/wsp/kane>
 - b.) **Land Acknowledgement**
No changes to the wording. Will be formalize into a Proclamation.
 - c.) **Health insurance costs/options**
Ongoing
9. **Additional Informational Items**, Updates and Follow-up Reports from the Village President, Trustees, Village Administrator, Village Attorney, or Village Staff.
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)
11. **Potential Action Pertaining to Closed Session**
12. **Next Meeting** - Tuesday, March 1, 2022 at 6 p.m. TBD
13. **Adjournment**

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

Voice Vote: [AYES: 6] [NAYES: 0] [ABSENT: 0] [ABSTAIN: 0] Motion **CARRIED**

Meeting adjourned at 8:50 p.m

Approved this 1st. day of March, 2022

Michael Tyrrell
Village President

Lynn Baez
Village Clerk

Invoice Number	Description	GL Account and Title	Total Cost
Axon Enterprise Inc			
INUS051440	Tasers - dynamic bundle	10-21-8300 Equipment	\$960.00
Total Axon Enterprise Inc:			\$960.00
B&F Construction Code Services Inc			
58302	CH-22-0002 Additions/alterations plan review	10-31-5350 Inspection Services	\$635.00
58304	CH-22-0003 Additions/alterations plan review	10-31-5350 Inspection Services	\$635.00
58309	CH-21-0508 Additions/alterations plan review revisions	10-31-5350 Inspection Services	\$150.00
58329	CH-22-0019 In-ground pool plan review	10-31-5350 Inspection Services	\$450.00
58338	CH-22-0009 Pool and fence plan review	10-31-5350 Inspection Services	\$450.00
58397	CH-22-0023 Elevation plan review	10-31-5350 Inspection Services	\$150.00
Total B&F Construction Code Services Inc:			\$2,470.00
Camic Johnson Ltd			
09142021INV	Local Prosecutions - September 2021	10-21-5330 Legal Services	\$700.00
Total Camic Johnson Ltd:			\$700.00
Campton Township Highway District			
02222022INV	Driveway access fees - CH 22-0029	10-31-5960 Driveway Access Fees - To CTHD	\$1,200.00
02222022INV	Driveway access fees - CH 22-0034	10-31-5960 Driveway Access Fees - To CTHD	\$1,200.00
220215	Plato Rd Salting/plowing - 2/15/22 & 2/11/22	13-00-5160 Maint. Svcs. - Snow Removal	\$4,423.68
VCH220208	Plato Rd Salting/plowing - 2/02/2022	13-00-5160 Maint. Svcs. - Snow Removal	\$3,815.68
VCH220210	Brine/beet head roads on Citiation ct, phar lap, secretariat	13-00-5190 Maint. Svcs. - Miscellaneous	\$374.00
VCH220222	Plato Rd Salting/plowing - 2/17/22, 2/18/22 & 2/19/22	13-00-5160 Maint. Svcs. - Snow Removal	\$6,549.94
Total Campton Township Highway District:			\$17,563.30

Invoice Number	Description	GL Account and Title	Total Cost
Cardmember Service - First American Bank			
FEBRUARY20	Costco - Supplies for the Villge Hall - water, tissue, cleani	10-11-6510 Office Supplies	\$106.12
FEBRUARY20	Live Action Safety - Police Protective supplies - tournaqu	10-21-6520 Operating Supplies	\$452.38
FEBRUARY20	ILL Truck Enforcement - Police Training for Levand & Cor	10-21-5630 Training & Registration	\$256.26
FEBRUARY20	IL Tactical Officers - Police Training - ITOA tactical rifle	10-21-5630 Training & Registration	\$70.00
FEBRUARY20	Intoximeters - 55 liter dry gas tanks	10-21-5120 Maint Svc-Equipment	\$139.50
FEBRUARY20	Propac Inc - C.E.R.T training supplies	10-21-5410 Grant Expense - Safety Grant	\$643.08
FEBRUARY20	Capriottis sandwiches - food for C.E.R.T training	10-11-9370 Community Relations	\$191.25
FEBRUARY20	Costco - Supplies for the Villge Hall - water, tissue, cleani	10-11-6510 Office Supplies	\$93.73
FEBRUARY20	Efile forms - 1099's forms and filing 2021	10-11-5540 Printing & Publishing	\$19.00
FEBRUARY20	Amazon Web Services - Cloud Storage - Village files	10-11-5370 Information Tech - Admin	\$193.41
Total Cardmember Service - First American Bank:			\$2,164.73
Conserv FS, INC.			
114014487	Fuel for squad cars	10-21-6550 Auto Fuel	\$1,443.45
Total Conserv FS, INC.:			\$1,443.45
Denise Burchard			
02222022INV	Reimbursement for office furnature	10-11-8300 Office Equipment	\$298.44
Total Denise Burchard:			\$298.44
Firestone Complete Auto Care #557382			
307263	Tires for Squad #6	10-21-5130 Maint Svc-Vehicle	\$301.02
Total Firestone Complete Auto Care #557382:			\$301.02
Golden Graphics			
8289	Olympics banner sign for Speed Skater	10-01-5540 Printing & Publishing	\$875.00

Invoice Number	Description	GL Account and Title	Total Cost
Total Golden Graphics:			\$875.00
GovTempsUSA LLC			
3899216	R Searl 1/23 & 1/30 weeks	10-31-5391 Contracts - B & Z Dept.	\$1,774.50
Total GovTempsUSA LLC:			\$1,774.50
HR Green			
10-147600	19-00007-00-RS IDOT invoices 05/2021 to 9/30/2021	13-00-5320 Engineering Services	\$665.44
11-149188	19-00007-00-RS IDOT invoices 10/2021 to 12/24/2021	13-00-5320 Engineering Services	\$702.72
Total HR Green:			\$1,368.16
JG Uniforms			
94427	Custom Navy Vest Covers - 3	10-21-4710 Uniforms Allowance	\$601.57
Total JG Uniforms:			\$601.57
Ray O'Herron Co. Inc			
2175950	Uniforms for Bayer	10-21-4710 Uniforms Allowance	\$530.94
Total Ray O'Herron Co. Inc:			\$530.94
TIAA Commercial Finance, Inc.			
8728810	Rental & Supply freight fees 02/26/2022	10-11-5940 Copier lease/maintenance	\$228.87
8728810	Rental & Supply freight fees 02/26/2022	10-21-5940 Copier lease/maintenance	\$98.08
Total TIAA Commercial Finance, Inc.:			\$326.95

Invoice Number	Description	GL Account and Title	Total Cost
Trailside Auto Repair Inc			
17374	Squad #6 - Oil Change	10-21-5130 Maint Svc-Vehicle	\$45.71
17433	Squad #12 - Oil Change	10-21-5130 Maint Svc-Vehicle	\$48.02
Total Trailside Auto Repair Inc:			\$93.73
Trotter and Associates			
19348	CH-21-0437 modifications	10-31-5320 Engineering Services	\$255.75
19607	Norton Lakes - 01/4, 1/5 & 1/14/2022 ESCROW	10-00-2553 Escrow - Norton Lake Dev., LLC	\$306.75
Total Trotter and Associates:			\$562.50
Wasco Nursery			
133584	Water & Sewer Usage 12/10/2021 to 02/10/2022	10-11-5710 Utilities	\$172.20
133584	Water & Sewer Usage 12/10/2021 to 02/10/2022	10-21-5710 Utilities	\$73.80
Total Wasco Nursery:			\$246.00
Grand Totals:			\$32,280.29

Invoice Number	Description	GL Account and Title	Total Cost
Payroll Costs for the 02/18/2022 Pay Check Date			
Payroll - Salaries Costs		Other Paid Benefits	
Administration & Zoning	\$12,866.56	IMRF - Employer Portion - monthly	\$2,575.40
Elected Officials	\$3,966.64	IPBC - Employer Portion - monthly	\$11,116.14
Police - Full Time	\$27,075.73	Police Pension - Employer Portion	\$5,928.35
Police - Part Time	\$7,449.03	FICA, Medicare & Other Liabilities	\$2,871.58
		AFLAC - Employee Paid Benefit	\$0.00
Total Payroll	\$51,357.96	Total Employer Paid Benefits	\$22,491.47

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 _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN ENGAGEMENT LETTER
BETWEEN THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AND
LAUTERBACH & AMEN, LLP. FOR PREPARATION OF POLICE PENSION FUND
ACTUARIAL VALUATION**

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 Village desires to execute a letter of acceptance and understanding of services (the “*Proposal*”) proposed by Lauterbach & Amen, LLP (“*Lauterbach*”) for Actuarial Valuation of the Village’s Police Pension Fund. See Exhibit A attached hereto; and

WHEREAS, the Village President and Board of Trustees of the Village of Campton Hills (the “*Corporate Authorities*”) deem it advisable and in the best interest of the Village to execute the Proposal and abide by the terms therein.

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. That the Proposal by Lauterbach, a copy of which is attached hereto and made a part hereof as Exhibit A, is hereby approved in substantially the form presented to the Village Board and that the Village President is hereby authorized to execute the Proposal on behalf of the Village.

Section 3. That the officials and officers of the Village are further hereby authorized to undertake actions on the part of the Village as contained in the Proposal to complete satisfaction of the provisions, terms or conditions stated therein

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

Section 5. All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

Passed this _____ day of _____, 2022 pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Charles Cappell	_____	_____	_____	_____
Trustee Susan P. George	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Edward Muncie	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this _____ day of _____, 2022

Michael Tyrrell, Village President

(SEAL)

ATTEST: _____
Lynn Baez, Village Clerk