

**AGENDA FOR THE REGULAR MEETING
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS
FEBRUARY 2, 2016
7:00 P.M.**

**CAMPTON TOWNSHIP COMMUNITY CENTER
5N082 OLD LAFOX ROAD
CAMPTON HILLS, ILLINOIS**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comments – Sign-up sheets are at the rear of the room. Please limit remarks to 3 minutes per person and please do not repeat topics previously discussed; total time allotted is 30 minutes. Please note, questions will not be answered during this time.
5. 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. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)
6. 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 payment of bills per Warrant List #16-18 (See Attachment)
 - b. Motion to approve the minutes of the January 20, 2016 Special Meeting (See Attachment)
 - c. Motion to accept the resignation of Burt Andrews from the Economic Development Committee (See Attachment)
7. Discussion and consideration of an Ordinance Establishing the Speed Limit on Crawford Road (See Attachment)
8. Discussion and consideration of an Ordinance Amending the Village Code to Provide for an Organizational Chart and Adopting an Organizational Chart (See Attachment)
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. Closed session meeting minutes. 2(c)(21)
 - d. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)

NOTE: The Board will call anyone who would like to be notified when the Closed Session is over.

10. Additional Items from the Village President, Trustees, Village Administrator, Village Attorney or Staff

- a. Trust in Agency Balance Sheet (See Attachment)
- b. Motion to reschedule the March 16, 2016 Village Board Meeting

11. Adjournment

60a

**Village of Campton Hills
BILLS TO BE APPROVED- February 2, 2016
WARRANT 16-18**

	Num	Memo	Amount	Total Amount
Blue Cross Blue Shield of Illinois				
	860762 02/16	admin health insurance	667.85	
	860762 02/16	police health insurance	2,003.55	
Total Blue Cross Blue Shield of Illinois				2,671.40
Firestone Complete Auto Care				
	56609	oil change - police	28.13	
Total Firestone Complete Auto Care				28.13
International Assoc of Chiefs of Police				
	1001181469	2016 membership	150.00	
Total International Assoc of Chiefs of Police				150.00
Konica Minolta usage				
	9002086335	copier usage - admin portion	51.71	
	9002086335	copier usage - police portion	22.16	
Total Konica Minolta usage				73.87
Logsdon				
	961089-001	admin office supplies	36.88	
	961089-001	police office supplies	12.30	
Total Logsdon				49.18
Ray O'Herron Co.				
	1602194-IN	radio case/carrier	156.24	
Total Ray O'Herron Co.				156.24
Schroeder & Schroeder				
	253	12/15 local prosecution services	700.00	
Total Schroeder & Schroeder				700.00
Swifty Print, Inc.				
	76533	business cards - police	135.00	
Total Swifty Print, Inc.				135.00
The Outpost				
	01/01-01/15/16	police fuel	581.33	
Total The Outpost				581.33
Tighe, Kress & Orr, PC				
	26742	annual audit fee per engagement letter	11,500.00	
Total Tighe, Kress & Orr, PC				11,500.00
TMDE				
	24813	repair radar	140.73	
Total TMDE				140.73

Num	Memo	Amount	Amount
Payroll January 29, 2016			
	Administration	12,159.69	
	Elected officials	2,958.34	
	Building & Zoning	1,886.50	
	Employer taxes, retirement contributions, etc.	12,281.28	
	Police - full-time	16,077.03	
	Police - part-time	4,912.75	
	Total Payroll January 29, 2016		50,275.59
TOTAL GENERAL FUND			66,461.47

MOTOR FUEL TAX FUND

Campton Township Highway District

VCH 010816	p/u dead deer	56.00
VCH 160111	01/09,01/10/16 Plato Roads snow plowing/salting	2,534.30
VCH 160111-1	01/11/16 Plato roads snow plowing/salting	382.60
VCH 011316	01/11,01/12/16 Plato roads snow plowing/salting	2,635.90
VCH 160119	01/18/16 salt Tall Pines Lane	227.20
VCH 160120	01/20/16 Plato roads snow plowing/salting	811.60
VCH 160120-1	01/20/16 add'l Plato roads snow plowing/salting	454.40
VCH 160121	01/20/16 salting Tall Pines Lane	227.20

Total Campton Township Highway District

7,329.20

TOTAL MOTOR FUEL TAX FUND

7,329.20

TOTAL WARRANT

73,790.67

Village President

Date

I CERTIFY THAT WARRANT #16-18 AS LISTED AND APPROVED BY THE VILLAGE PRESIDENT AUTHORIZED FOR PAYMENT BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON

Village Clerk

Date

██████████ Indicates prepaid expense

MINUTES FOR A SPECIAL MEETING
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS
JANUARY 20, 2016
7:00 PM

CAMPTON HILLS COMMUNITY CENTER
5N082 OLD LAFOX ROAD
CAMPTON HILLS, ILLINOIS

1. **Call to Order**

President Blecker called the meeting to order at 7:03pm

2. **Roll Call**

Clerk Girka called the Roll:

Present: President Blecker, Trustee Andersen, Trustee George, Trustee McKelvie,
Trustee Millette, Trustee O'Dwyer

Absent: Trustee Tyrrell

Also Present: Attorney Tappendorf, Administrator Johnsen, Chief Hoffman, Clerk Girka

3. **Pledge of Allegiance**

President Blecker led the Board and audience in the Pledge of Allegiance

4. **Public Comments**

No public comment

5. **Consent Agenda**

- a. Motion to approve payment of bills per Warrant List #16-17
- b. Motion to approve the minutes of the January 5, 2016 Meeting

**Motion to approve the consent agenda as presented made by Trustee Mellette;
seconded by Trustee George**

Roll Call Vote:

4-Ayes: Trustees: Andersen, George, McKelvie, Millette

1-Nay: Trustee O'Dwyer

Motion failed – lack of unanimous vote.

Discussion ensued:

- Trustee O'Dwyer opened discussion stating his dissatisfaction with the tracking of escrow funds and accounts.
 - President Blecker stated that he agrees with Trustee O'Dwyer, but requested that the warrant be approved. A new treasurer will be hired soon and a more accurate escrow tracking system will be implemented.
 - Administrator Johnsen added that the handling of escrow accounts is outlined in the ordinance and explained how escrow accounts are handled.
 - An escrow statement will be added to the warrant list and monthly expense statement.

- Trustee George requested that legal expenses be itemized especially cost of Board Meetings.

Motion to approve payment of bills per Warrant List #16-17 made by Trustee Millette; seconded by Trustee Andersen

Roll Call Vote:

5-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer

0-Nays

Motion carried.

Motion to approve the minutes of the January 5, 2016 meeting with corrections provided by Trustee George made by Trustee George; seconded by Trustee Andersen

Roll Call Vote:

5-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer

0-Nays

Motion carried.

6. December 2015 Police Department Report

Chief Hoffman delivered his report.

- Citizen's Police Academy has started and has 17 participants. Feedback has been very positive.
- Chief Hoffman reported on the burglary and vandalism at Otter Cove, Wasco Nursery, and other locations.

Chief Hoffman left the meeting at 7:25pm

7. Treasurer's Report Ending December 31, 2015

Administrator Johnsen provided comment and explanation.

8. Motion to approve a Resolution Approving an Agreement between the Village and Trotter and Associates, Inc. for Construction Engineering Services for the Resurfacing of Old LaFox Road made by Trustee Andersen; seconded by Trustee George

Roll Call Vote:

5-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer

0-Nays

Motion carried.

9. Motion to approve a Resolution Approving a Local Public Agency Agreement between the Village and the State of Illinois Department of Transportation for the resurfacing of Old LaFox Road made by Trustee Andersen; seconded by Trustee George

Roll Call Vote:

5-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer

0-Nays

Motion carried.

President Blecker called a 5 minute recess at 7:35pm
President Blecker reconvened the meeting at 7:43pm

10. Motion to approve an Ordinance Adopting a Comprehensive Amendment to the Village of Campton Hills, IL Village Code made by Trustee McKelvie; seconded by Trustee George.

Administrator Johnsen pointed out one correction that needed to be made in section 3-3-1
Deposit for a single family home should be changed from \$1000 to \$1600

Roll Call Vote:

5-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer

0-Nays

Motion carried.

11. Motion to enter into Closed Session at 7:48pm made by Trustee Millette; seconded by Trustee George

- a. Litigation that is filed and pending, or is probable or imminent. 2(c)(11)
- b. Collective negotiating matters. 2(c)(2)
- c. Closed session meeting minutes. 2(c)(21)
- d. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)

Clerk Girka called the Roll:

Present: President Blecker, Trustee Andersen, Trustee George, Trustee McKelvie, Trustee Millette, Trustee O'Dwyer

Absent: Trustee Tyrrell

Motion Carried.

Board went into closed session at 7:48pm

Regular Meeting reconvened at 8:58pm

Clerk Girka called the Roll:

Present: President Blecker, Trustee Andersen, Trustee George, Trustee McKelvie, Trustee Millette, Trustee O'Dwyer

Absent: Trustee Tyrrell

Also present: Attorney Tappendorf, Administrator Johnsen, and Clerk Girka

12. Additional Items from the Village President, Trustees, Village Administrator, Village Attorney or Staff

- a. Discussion of a Petition to Kane County for a Special Use Permit submitted by Maxxam Partners, LLC for the property formerly known as Glenwood Academy (41W400 Silver Glen Road)
 - President Blecker gave a brief report about the happenings at the latest hearing regarding Maxxam Partners Special Use Permit.
 - New Village Website is up and running and the feedback has been very positive.
 - Next Finance Committee Meeting is scheduled for Tuesday January 26th. Administrator Johnsen spoke about the needs to be discussed at the meeting and what items might come back to the Board for consideration.

- Strategic Planning Meeting is scheduled for March 19th.
- Trustee O'Dwyer spoke about the Sunshine Award he noticed on many municipal websites. The criteria to qualify for the Award is a great template for providing information and transparency, and would like to see the Village follow that format with the new website.
- Ronald McDonald will be at Winter Fest February 20th from 11-3. The Committee is still looking for volunteers for Winter Fest.

13. Motion to adjourn the meeting at 9:25pm made by Trustee Millette; seconded by Trustee O'Dwyer

Voice Vote:

5-Ayes

0-Nays.

Motion carried.

Approved this _____ day of _____, 2016.

Harry Blecker, Village President

Nicholas Girka, Village Clerk

6c

----- Original Message -----

From: Burt Andrews <bandrews@larsondarby.com>
To: ANTHONY ISOM <anthony.isom@villageofcamptonhills.org>
Date: January 18, 2016 at 1:37 PM
Subject: RE: Reminder EDC Meeting

Anthony

Just today a conflict has come up and I can't get to the meeting.
Since I have not been able to make any of the last 9 meeting or so I think I should resign from the committee to make room for someone with a better chance of participating.
Let me know what I have to do.

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: ANTHONY ISOM <anthony.isom@villageofcamptonhills.org>
Date: 01/18/2016 12:54 PM (GMT-06:00)
To: Burt Andrews <bandrews@larsondarby.com>, cpj9er <cpj9er@comcast.net>, David Eshoo <dave@helpinghandpc.com>, rdaversa <rdaversa@centraldevelopment.net>, schmidtgrouppllc <schmidtgrouppllc@comcast.net>, steve <steve@solarplususa.com>
Cc: jennifer.johnsen@villageofcamptonhills.org
Subject: Reminder EDC Meeting

Hello EDC Members,

This email is a reminder that our EDC meeting will be this Wednesday, January 20, 2016 at 12:30 p.m. here at Village Hall. I look forward to seeing everyone soon!

<http://www.villageofcamptonhills.org/DocumentCenter/Index/69>

Have a wonderful day

Anthony

**Village of Campton Hills
Memorandum**

To: Village President and Board of Trustees
From: Jennifer Johnsen, Village Administrator
Subject: Crawford Road Speed Limit
Date: January 26, 2016



As you are aware, Crawford Road was recently resurfaced by the Village. Prior to the resurfacing, the Public Works Committee had requested that the speed limit along Crawford Road be reduced from the 45 mph that is currently posted. Chief Hoffman has agreed that the speed limit could be reduced as well. Per State Statute 625 ILCS 5/11-604, the speed limit cannot be reduced to less than 35 mph.

Although the speed limit was posted, it was never officially established by Kane County. Attached, please find an ordinance establishing the speed limit at 35 mph. Per State Statute, prior to establishing a speed limit, the Village must complete a traffic or engineering investigation. Attached, please find a letter from Trotter and Associates recommending that the speed limit be reduced to 35 mph.

In conjunction with reducing the speed limit, the Public Works Committee had also discussed the removal of trees along the roadway. Due to the number of trees along the roadway, the substantial cost of removal, and opposition received from the affected residents, only the speed limit reduction is being requested at this time.

Action Requested: Discussion and consideration of an Ordinance Establishing the Speed Limit on Crawford Road

Attachments:

1. Ordinance Establishing the Speed Limit on Crawford Road
2. Engineering Investigation Letter

**AN ORDINANCE
ESTABLISHING THE SPEED LIMIT ON CRAWFORD ROAD**

WHEREAS, the Village of Campton Hills has speed limits set on streets and roads within its corporate limits; and

WHEREAS, a speed limit of 45 miles per hour was posted for Crawford Road but was never officially established by the County of Kane; and

WHEREAS, the Village wishes to establish the speed limit for Crawford Road which will reduce the speed limit from the posted limit of 45 miles per hour to 35 miles per hour; and

WHEREAS, based on an engineering and traffic investigation, it is recommended that the Village alter the speed limit on Crawford Road within the Village limits from 45 miles per hour to 35 miles per hour; and

WHEREAS, in the interest of public safety, the speed limit on Crawford Road, in both directions, will be reduced to 35 miles per hour within the Village of Campton Hills jurisdiction;

THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The speed limit on Crawford Road, in both directions within the Village of Campton Hill's jurisdiction, is hereby established to be 35 miles per hour. The appropriate signs shall be posted to designate this speed limit.

Section 2. This Ordinance shall be in full force and effect from after its passage, approval, and publication in the manner provided by law.

Passed this ____ day of _____, 2016 by roll call vote:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura Andersen	_____	_____	_____	_____
Trustee Susan George	_____	_____	_____	_____
Trustee James McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Michael Tyrrell	_____	_____	_____	_____
President Harry Blecker	_____	_____	_____	_____

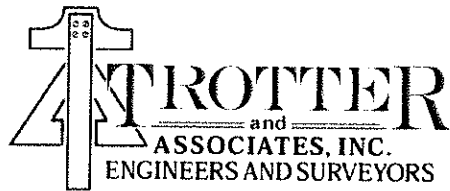
APPROVED THIS ____ DAY OF _____, 2016

(SEAL)

Harry Blecker, Village President

ATTEST:

Nicholas Girka, Village Clerk



January 21, 2015

Village of Campton Hills
Attn: Mr. Chris Ranieri, Zoning Officer
40W270 LaFox Road, Unit B
Campton Hills, IL 60175

Re: Crawford Road Speed Limit Reduction

Mr. Ranieri,

Trotter and Associates, Inc. (TAI) has reviewed the request by the Village to reduce the speed on Crawford Road from McDonald Road north to Bowes Road (approximately 1.75 miles), from 45 mph to 35 mph.

Presently, the posted speed limit is 45 mph throughout the corridor with the exception of approximately 1600 feet (0.3 miles) just south of Lenz Road that is designated 35 mph due to horizontal curves and sight distance. The lanes within the identified corridor are less than 11 feet in width. There are approximately 30 access points to residences and properties along the road as well as four side streets – Lenz Road, Dickens Drive, Creekwood Drive, and Bowes Bend Drive.

Though approximately 0.5 miles of the roadway immediately south of Lenz Road has been resurfaced with a minimal shoulder added, there are many locations along the roadway that lack any existing shoulder.

With the multiple access points and side roads, as well as substandard shoulders and lane widths, we feel the reduction in posted speed is warranted.

Please let us know if you require additional information or we need to discuss this further.

Sincerely,
Trotter and Associates, Inc.

Louis Arrigoni, P.E.
Senior Project Manager

Cc: Susan Novak, TAI

Village of Campton Hills Memorandum

To: Village President and Board of Trustees
 From: Jennifer Johnsen, Village Administrator
 Subject: Organizational Chart
 Date: January 25, 2016

As you may be aware, the Village has never officially adopted an organizational chart. Attached, please find a chart for your consideration and an ordinance adopting said chart. The item was previously considered by the Village Board but without resolution. The issue surrounded the supervision of the employee serving as the Village Treasurer and fulling the duties as required by Statute. During this discussion, the attached statutory duties were identified. The duties were reviewed by former Attorney Braithwaite who concurred that they had been properly identified.

As noted, State Statute requires that the Village Board appoint a Treasurer to perform those duties specified. These include reporting financial information to the Village Board. However State Statute is silent on the supervision of the employee appointed to perform the Treasurer duties. As such, I researched our neighboring municipalities to determine which position held the Treasurer role and who supervised that position. Below, please find the results.

TREASURER/FINANCE DIRECTOR POSITIONS IN METRO WEST

MUNICIPALITIES WITH AN ADMINISTRATOR/MANAGER

Municipality	Appointed Treasurer or Finance Director?	Reports To?
Algonquin	Finance Director	Village Manager
Batavia	Finance Director	City Administrator
DeKalb	Finance Director	City Manager
East Dundee	Finance Director/Treasurer	Village Administrator
Elburn	Finance Director/Treasurer	Village Administrator
Elgin	Financial Officer	City Manager
Geneva	Asst. City Administrator/Dir. of Admin. Services	City Administrator
Gilberts	Finance Director	Village Administrator
Minooka	Finance Director/Treasurer	Village Administrator
Montgomery	Finance Director/Treasurer	Village Administrator
North Aurora	Finance Director and Treasurer	Village Administrator and Mayor, respectively
Oswego	Finance Director/Treasurer	Village Administrator
South Elgin	Finance Director	Village Administrator
St. Charles	Finance Director	City Administrator
Sugar Grove	Finance Director	Village Administrator
West Dundee	Finance Director	Village Manager
Yorkville	Finance Director	City Administrator

MUNICIPALITIES WITHOUT AN ADMINISTRATOR/MANAGER

Municipality	Appointed Finance Director or Treasurer?	Reports To?
Burlington	Treasurer (Contractor)	Village Board
Lily Lake	Finance Director	Village President and Clerk
Maple Park	Accountant	Village President
Pingree Grove	Finance Director	Village Board
Wayne	Treasurer	Village Board

As show above, for municipalities that have an administrator or manager, the finance director/treasurer is appointed to perform the statutory treasurer duties and reports to the administrator or manager. The only exception is the Village of North Aurora which has both an appointed finance director who reports to the administrator and an appointed treasurer who reports to the Mayor.

The research also includes responses from municipalities that do not have an administrator or manager. As shown, the treasurer or finance director reports to the Village President or the Village Board in this case. It is also important to note that some cities also have elected treasurer's that, being elected, report to the residents.

In addition to this research, at time this discussion was taking place, legal opinions were secured from former Attorney Braithwaite, Attorney Steve Andersson (former Metro West Attorney), and Attorney Kathleen Field Orr (current Metro West Attorney). Attorney Braithwaite and Andersson concluded that the Administrator should not supervise the Treasurer. However, Attorney Orr concluded that the Administrator can supervise the Treasurer. The primary reason for the discrepancy is that the Statute is silent on the issue.

Given this discrepancy, I sought Attorney Tappendorf's opinion on this issue as well. Below please find her response.

I am in agreement with your recommendation [that the Village Administrator can supervise the Treasurer]. State statute places the appointment/removal authority for the treasurer with the Village Board. While the administrator cannot hire or fire the treasurer, that does not mean that the administrator cannot supervise the appointed officer's day-to-day duties and responsibilities. I don't see a distinction between your supervising the police chief and your supervising the treasurer. Both have statutory duties and responsibilities and both are appointed by the village president with advice and consent of the village trustees. So long as your supervision of the treasurer does not interfere with the treasurer's ability to follow his or her statutory duties (including providing financial reporting to the village board) and the board's statutory rights (to appoint/remove the treasurer), then I see no conflict with state law.

As such, it is my recommendation to adopt the attached organizational chart in which the Village Administrator supervises the Treasurer. As is the case in each municipality listed above, this relationship does not preclude the Treasurer from reporting financial matters to the Village Board as required by Statute. It only ensures that the employee appointed to such position is held accountable at the operational level.

Action Requested: Discussion and consideration of an Ordinance Amending the Village Code to Provide for an Organizational Chart and Adopting an Organizational Chart

Attachments:

1. Ordinance Amending the Village Code to Provide for an Organizational Chart and Adopting an Organizational Chart
2. Organization Chart
3. Treasurer Duties

**AN ORDINANCE
AMENDING THE VILLAGE CODE TO
PROVIDE FOR AN ORGANIZATIONAL CHART
AND
ADOPTING AN ORGANIZATIONAL CHART
FOR THE VILLAGE OF CAMPTON HILLS**

WHEREAS, the President and Board of Trustees (the “*Corporate Authorities*”) of the Village of Campton Hills, Kane County, Illinois (the “*Village*”) have determined that it is in the public interest to adopt an Organizational Chart.

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 Section 1-11-1 of the Village Code is hereby added as follows:

“1-11-1: ORGANIZATIONAL CHART:

There shall be an organizational chart which shall be approved by the Corporate Authorities and shall be applicable at all times unless amended by the Corporate Authorities by ordinance.”

Section 2. The Organizational Chart for the Village which is attached hereto as EXHIBIT A and incorporated herein by reference, is hereby adopted.

Section 3. All ordinances, resolutions, motions or parts thereof in conflict herewith are hereby repealed.

Section 4. This Ordinance shall be in full force and effect upon its passage and approval and publication as provided by law. This ordinance shall be published in pamphlet form.

Passed this _____ day of _____, 2016 pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura B. Andersen	_____	_____	_____	_____
Trustee Susan P. George	_____	_____	_____	_____
Trustee James McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O’Dwyer	_____	_____	_____	_____
Trustee Michael Tyrrell	_____	_____	_____	_____
President Harry Blecker	_____	_____	_____	_____

APPROVED this _____ day of _____, 2016

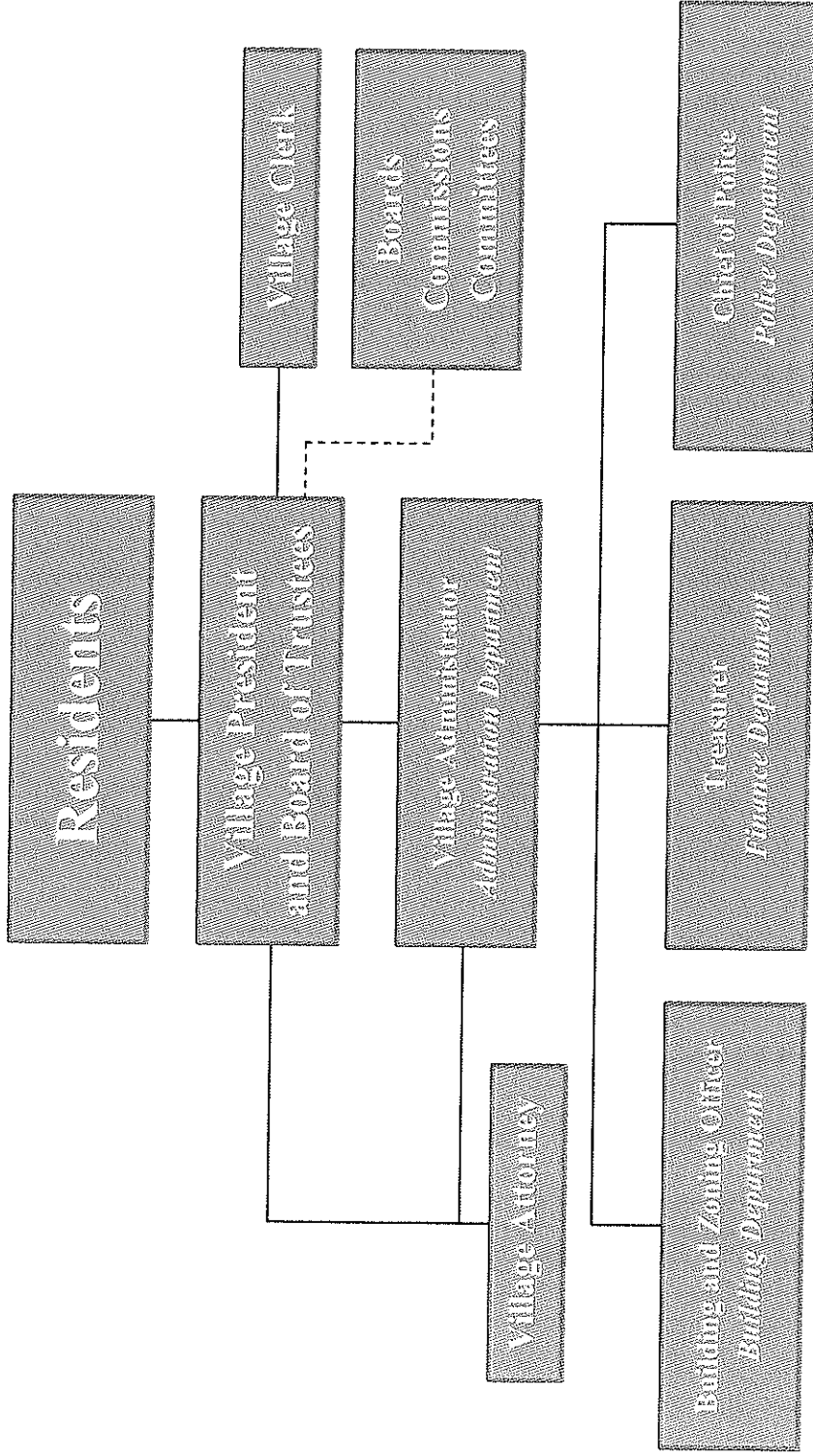
Harry Blecker, Village President

(SEAL)

ATTEST:

Nicholas Girka, Village Clerk

VILLAGE OF CAMPTON HILLS ORGANIZATIONAL CHART



Current Standing Advisory Boards/Commissions/Committees
Subject to Change

Beautification Committee	Community Relations Committee
Economic Development Committee	Finance Committee
Fire and Police Commission	Joint Environmental Resource Management Committee
Plan Commission/Zoning Board of Appeals	Police Pension Board
Public Works Committee	Water Resources Committee

Duties as prescribed by State Statute, Village Code, and Job Description

TREASURER DUTIES

Statute	Village Administrator's Assigned Duties
<p>Treasurer: copy of report filed with collector. Within 6 months after the end of each fiscal year the treasurer of each municipality, as provided in Section 3.1-35-65, shall file with each town or county collector of taxes who collects taxes levied by the municipality a copy of the annual account that is required to be filed with and published by the municipal clerk, as provided in Section 3.1-35-65, together with an affidavit of the municipal clerk stating that the copy is a true and correct copy of the annual account filed with the clerk, that it was published or posted as required by Section 3.1-35-65, the date of the filing and publication or posting, and, if published, the newspaper in which it was published.</p>	<p>1. Prepares and files a copy of the annual audit with the Kane County Collector.</p>
<p>Treasurer: special assessment funds. All money received on a special assessment shall be held by the municipal treasurer as a special fund to be applied to the payment of the improvement for which the assessment was made, and the money shall be used for no other purpose, except to reimburse the municipality for money expended for the improvement.</p>	<p>1. Receives all special assessment revenue and holds it in a separate fund.</p>
<p>(Police Pension Fund) All money received or collected shall be credited by the treasurer of the municipality to the account of the pension fund and held by the treasurer of the municipality subject to the order and control of the board. The treasurer of the municipality shall maintain a record of all money received, transferred, and held for the account of the board.</p>	<p>1. Receives all Police Pension revenue and maintains a record of revenue received.</p>
<p>(Police Pension Fund) Annual report by treasurer. On the 2nd Tuesday in May annually, the treasurer and all other officials of the municipality who had the custody of any pension funds herein provided, shall make a sworn statement to the pension board, and to the mayor and council or president and board of trustees of the municipality, of all moneys received and paid out by them on account of the pension fund during the year, and of the amount of funds then on hand and owing to the pension fund.</p>	<p>1. Prepares and submits annual Police Pension Fund report to the Pension Board and Village Board.</p>
<p>(Police Pension Fund) Award of benefits. Prior to the board's determination of benefits, the board shall provide, in writing, the total amount of the annuity for a member and all information used in the calculation of that benefit to the Treasurer of the municipality. If the Treasurer is of the opinion that the calculated annuity is incorrect, the Treasurer shall immediately notify the board. The board shall review the Treasurer's findings, and if the Board concurs that an error exists it shall re-determine the annuity so that it is calculated in accordance with the Illinois Pension Code.</p>	<p>1. Reviews pension benefits.</p>