

**MINUTES FOR THE SPECIAL MEETING
OF THE BOARD, COMMISSIONS AND COMMITTEE
OF THE VILLAGE OF CAMPTON HILLS**

February 7, 2018 at 9:30 AM

Village of Campton Hills
40W270LaFox Road
Campton Hills, IL 60175

The meeting was called to order a 9:30 AM

Roll Call:

Present:	Absent
Member Girka	No one
Member Tyrrell.	
Administrator Searl	

1. Discussion Items:

The Committee reviewed both the spreadsheet of current Committees and Commissions (CCs) and members along with Village Code excerpts that pertain to the specific Commissions and Committees that have been codified.

- Trustee Tyrrell:
 - Commented that the appointment process needs to be refined to include a suggestion of Committee/Commission attendance before applying for an appointment.
 - Also, need to find or educate people who understand the difference between serving as a Committee/Commission member versus a volunteer.
 - Need to find people with specific and focused passions to serve on the Village's Commissions and Committees.
 - Suggested creating a PowerPoint presentation for the committee's recommendations to the Village Board. Offered to create a draft for the Committee to review and discuss

Fire & Police Commission, Plan Commission/Zoning Board of Appeals, Police Pension Board

- The Committee discussed that each of these Boards or Commission is required by State Statute therefore there is not much to discuss regarding them.

Finance Committee

- The Committee began its discussion with the Finance Committee. This Committee is codified in Chapter 4.
- Administrator Searl:
 - Advised he would research "best practices" for Finance Committees.
- The Committee discussed:
 - Idea of removing 2-4-1 A.; 2-4-1 B.; and 2-4-1 F from the Appointments and Duties section of Chapter 4 Finance Committee. This would leave the focus on the Finance Committee on regular financial oversight and special finance, investment and budget related projects.

- Who the membership of the Finance Committee should be and decided looking at best practices of other communities might be helpful.

Economic Development Committee

- Trustee Tyrrell:
 - Noted that the Economic Development Committee (EDC) is not codified.
 - It also appears that the EDC was established as an advisory Committee to the Planning and Zoning Commission.
 - The original purpose of the EDC was to “maintain economic health of the existing businesses and promote businesses to strengthen and/or broaden the tax base and enhance quality of life.”
 - It also appears the original purpose related to drafting land plan and design guidelines for the proposed (but never completed) town center business district.
- The Committee discussed:
 - EDC has high membership turnover and currently has 5 vacancies out of 9 member slots. This may be attributed to an unclear “purpose” that often conflicts with the overall community mission statement.
 - Idea of eliminating the EDC after the current Chair retires and replacing it with an ad hoc committee or task force to investigate working with the St. Charles Chamber of Commerce to develop a Campton Hills focus Business Alliance.

Community Relations Committee

- The Committee discussed the possibility of changing the Committee¹ name to Community Relations Commission².
- Administrator Searl:
 - Attempted to describe the somewhat subtle difference that some communities make between Commissions and Committees.
 - Some jurisdictions describe the difference that a Commission is established by the City Council or Village Board to study and recommend action to the City Council or Village Board.
 - i. In this case some level of authority to study and recommend actions is delegated.
 - In the case of a committee the body is ordinarily assigned a specific task(s) or function(s) and subject to review and or appeal to the City Council or Village Board.
- Trustee Girka:
 - Sees a Commission as having a bit more prestige and authority than a committee.
 - Given this distinction, he suggests the Community Relations Committee should be renamed as the Community Relations Commission, since it acts independently in the planning, preparation and execution of both the Holiday in the Hills and Winter Wonders special events.
- The Committee discussed:
 - Community Relations Committee is supposed to, (by Code,) be composed of a chairperson and up to an additional 8 members. Most recently the Committee has had a total of 7 members that includes 2 co-chairs.
 - Since there have been recent difficulties in keeping the Community Relations Committee as well as others fully “staffed” the committee discussed reducing the total membership including a chair to 5.

¹ MW Dictionary defines a Committee as: *a body of persons delegated to consider, investigate, or take action upon and usually to report concerning some matter or business; specifically: a body of members chosen by a legislative body to give special consideration to pending legislation or to other legislative matters.*

² MW Dictionary defines a Commission as: *a government agency having administrative, legislative, or judicial powers.*

- Assigning to the Community Relations Committee to develop a “Community Welcome Wagon” program as well as developing and maintain a dynamic list of active volunteers that could be used for a variety of community related projects.
- The Committee made the distinction that a “volunteer” is someone who is gives his or her time on an “as needed” basis with no formal commitment or attachment to the Village or any Committee or Commission.

Public Works Committee

- Trustee Tyrrell:
 - Noted that the Public Works Committee (PWC) is not codified.
- Administrator Searl:
 - Explained how the PWC is being used in the Capital Projects Budget development process in concert with better cooperation with the Campton Township Highway Department.
 - There was some discussion of also renaming the PWC to the Public Works Commission given its role in identifying the annual street resurfacing program and storm water projects.
 - Presently the PWC is composed of 7 members with one being designated as an ex officio member.
 - Trustee Tyrrell stated there needs to be clear definitions established of the differences between “ex officio” and “liaison”.

Water Resources Committee

- Trustee Tyrrell:
 - Noted that the Water Resources Committee (WRC) is not codified and currently does not have a Chair or Co-Chair; nor enough members to meet with a quorum.
 - Currently a Village Trustee who is a “liaison” is acting as the Chair.

The Committee agreed to think about this situation and continue discussion at the next meeting as to how the WRC situation should be addressed.

2. Next Meeting:

- a. Continue discussion of the definitions and missions for remaining Committee and Commissions.
- b. Continue discussion of the recruitment, screening and appointment process.
- c. Begin to work on the final presentation for the Village Board.