

**MINUTES FOR THE REGULAR MEETING
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS**

February 19, 2019

7:00 P.M.

CAMPTON TOWNSHIP COMMUNITY CENTER
5N082 OLD LAFOX ROAD
Campton Hills, IL

1. **CALL TO ORDER** - President Blecker called the meeting to order at 7:02 p.m.

2. **ROLL CALL** - Clerk Quail called the Roll:

Present

Trustee Susan George
Trustee Michael O'Dwyer
Trustee Mike Tyrrell
Trustee Wendy K. White Eagle
President Harry Blecker

Absent

Trustee Nick Girka
Trustee Millette

Also Present

Administrator Ron Searl
Police Chief Steve Millar
Treasurer Rebekah Flakus
Village Clerk Vanessa Quail

3. **PLEDGE OF ALLEGIANCE** - President Blecker led all those present in the Pledge of Allegiance.

4. **OUTSTANDING CITIZEN AWARD PRESENTATION** - President Blecker asked Norm Turner, of the Outstanding Citizen Award Committee, to come forward to present the award. Mr. Turner announced Mark Malloy and Dave Corron as the nominees who were recognized for their significant and positive contribution to the life and vitality of Campton Hills. Mr. Turner announced that the Committee selected Mr. Dave Corron for this year's award. President Blecker thanked Mr. Corron for his dedication and hard work. At 7:05 p.m., President Blecker called a 20-minute recess for cake and refreshments; and he reconvened the meeting at 7:25 p.m.

5. **PUBLIC COMMENTS** - There were no public comments.

6. **CONSENT AGENDA**

- a. Motion to approve the minutes of the January 8, 2019 Special Meeting
- b. Motion to approve the minutes of the February 5, 2018 Regular Meeting
- c. Motion to approve the minutes of the February 5, 2018 Special Meeting
- d. Motion to approve payment of bills per Warrant List #19-20

Trustee Tyrrell pulled Item "A" of the Consent Agenda.

MOTION TO APPROVE ITEMS "B," "C," AND "D" OF THE CONSENT AGENDA,
made by Trustee George; and seconded by Trustee Tyrrell.

Roll Call Vote: [AYES: 4] [NAYES: 0] [ABSENT: 2] Motion **CARRIED**
George
O'Dwyer
Tyrrell
White Eagle

MOTION TO APPROVE THE MINUTES OF THE JANUARY 8, 2019, SPECIAL MEETING (ITEM “A” OF THE CONSENT AGENDA), made by Trustee Tyrrell; and seconded by Trustee White Eagle.

Trustee Tyrrell requested a minor correction on the Roll Call. There was no objection.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 2] Motion **CARRIED**

7. DEPARTMENT REPORTS– JANUARY 2019

a. TREASURER

i. Monthly Financial Report Update

Treasurer Flakus presented the monthly report, which was her first since being appointed as Treasurer. Trustee Tyrrell requested that reimbursable expenses be differentiated with highlighting or some other notation on future reporting.

ii. Account Receivables Report Update

Treasurer Flakus provided a brief status of the AR reporting, and noted that the added module for the software would cost between \$3,000-\$4,000.

Administrator Searl commended the efforts of Treasurer Flakus; and Treasurer Flakus, in turn, recognized Tracy Johnson for Ms. Johnson’s diligence and assistance.

iii. Police Pension Funding Report Update

Treasurer Flakus explained that she has been working through the Pension Fund accounts; and noted that expenses were previously not recorded properly. She indicated that it would take some time to rectify.

iv. Civic Systems Implementation Update

Treasurer Flakus provided her input and observations about the Civic Systems software, explaining she has had minimal obstacles, and that it is generally user-friendly and very much worth what the Village paid for it.

Trustee Tyrrell asked Administrator Searl if there are any plans to meet with senior level management at Civic Systems regarding training materials and manuals. Administrator Searl explained that the need for such a meeting was based on the new Treasurer’s input and professional opinion. He reiterated Treasurer Flakus’ remarks insofar as the software has been working well, and he therefore determined there was no need to meet with Civic Systems.

Trustee White Eagle inquired as to when the migration from Quick Books to Civic Systems took place and sought assurance that the transfer of information between systems was accurate and complete. Administrator Searl explained the migration occurred in October 2018, and that it has been a process to go through it all; but that they can still verify or obtain information from Quick Books when needed.

Trustee O’Dwyer requested that the Treasurer be the only authorized individual to have re-write rights in the software system. Administrator Searl concurred.

b. POLICE

Chief Millar provided a summary of the monthly report.

Trustee Tyrrell noted that the over-40 mph violations were lower than usual; and Chief Millar said that there is an increased presence of officers, which makes a

significant difference in reducing speeding. He added that the Police Department is continuing its efforts to prevent cars from passing school busses.

Chief Millar also provided additional updates on various other matters, including:

- Plans to soon fill an officer vacancy;
- The success of the Winter Wonders event;
- Organizing first aid training for the Citizens Police Academy Alumni;
- Communication with the pastor of a local church regarding his availability for counseling, as part of an Employee Assistance Plan;
- The current class of the Citizens Police Academy will be going to the Elgin Police Department to take part in the “Shoot, Don’t Shoot” on March 2nd. Chief Millar invited members of the Board to contact him if any of them would like to participate;
- The Village was recently ranked #3 as the Best City to Live; and #1 for the Safest City to Live. Trustee Tyrrell asked Administrator Searl to sent out a press release with those rankings; and Trustee O’Dwyer suggested getting stickers for the businesses to place on their windows, also showcasing the favorable rankings.

i. Intergovernmental Administrative Adjudication Update

Chief Millar explained that he met with officials in Elburn, and learned that this concept would not work without the addition of software which would cost the Village \$1,800/month. He said although the cost was obviously prohibitive, he still plans to move forward with the idea; but will need to explore other ways to do it, noting that he would look into Pingree Grove and Maple Park. Trustee George noted that the Village had an adjudicator about five years ago.

- Trustee Tyrrell suggested working with the Campton Township Highway District on the problem of parked cars on snow routes. Chief Millar indicated that he had not received any calls relating to parked cars; but that he has told the officers to make every effort to contact the owners of cars which are parked in areas where the snow plows need to pass. Administrator Searl noted that there is an ordinance in place, and suggested it be included in the Community Counts e-mail newsletter.
- Trustee George reiterated a concern brought up several months ago regarding active shooter training, and said that the Board needs to talk seriously about how to handle education in the community, possibly forming an *ad hoc* committee, and to explore suggestions from other communities, particularly in areas relating to mental health.
- Trustee White Eagle indicated that she plans to look into requirements about regulations for active shooter training; and Chief Millar said that the requirements pertain to organizations of at least 50 employees.
- Trustee O’Dwyer asked Chief Millar to provide information and cost estimates for an electronic fingerprinting system.

ii. *K-9 Unit Update*

Chief Millar introduced Officer James Levand, who presented research and information on launching a K-9 unit for the Village of Campton Hills. Chief Millar expressed his full support for the program, and praised Officer Levand for his excellent reporting. Chief Millar said that he is looking for the Board's approval to proceed, based on a timeline which begins with training classes in April.

Officer Levand spoke about the details contained in the proposal which was distributed to the Board at the last meeting. He outlined several considerations including:

- costs for which he has already secured the resources for funding;
- training - both initial and ongoing;
- veterinarian services and feed supplies which are donated;
- a potential start date in June 2019; and
- a retrofitted squad car, which could be obtained through a trade-in of two used vehicles.

Officer Levand explained the many merits of the Village having a K-9 Unit, namely for crime deterrence, efficiency in drug investigations, missing persons cases, and community relations.

The Board responded favorably to Officer Levand's proposal, and asked for follow-up on legal considerations, insurance liability, whether or not anyone at the Village Hall is allergic to dogs, as well as any additional costs which were not discussed. Administrator Searl said that he would place the matter on then next agenda for Board approval.

c. *Building and Zoning*

Administrator Searl reported on the monthly activity, citing statistics included in the Board packet.

8. **ACTION ITEMS**

- a. **MOTION, FOR THE PURPOSES OF DISCUSSION, TO APPROVE A REQUEST BY NORTON LAKE DEVELOPMENT TO USE THE VILLAGE SALES TAX EXEMPTION FOR PUBLIC IMPROVEMENTS REQUIRED,** made by Trustee Tyrrell; and seconded by Trustee O'Dwyer.

President Blecker noted that, in the past, the Village has not granted approval of the exemption. After discussion, the Board was unanimous in its position that such approval would lack proper accountability because there would be no way to audit or monitor the use of the exemption. Administrator Searl added that he had never seen it used in his professional experience in Westmont.

MOTION TO APPROVE A REQUEST BY NORTON LAKE DEVELOPMENT TO USE THE VILLAGE SALES TAX EXEMPTION FOR PUBLIC IMPROVEMENTS REQUIRED, made by Trustee Tyrrell; and there was no "second." Motion **FAILED**

b. BOARD TO CONSIDER MOTION REGARDING KANE COUNTY PETITION FROM ROGER BIDDLE, 43W722 BEITH ROAD, MAPLE PARK, IL 60151, FOR A VARIABCE TO ALLOW UNDER ROOF ACCESSORY STRUCTURE COMBINED TO BE 3,000 SQUARE FEET

Trustee Tyrrell noted that the request exceeds county limits. Administrator Searl added that there was insufficient time to send the request to the Village's Plan Commission/Zoning Board of Appeals.

MOTION TO DIRECT VILLAGE ADMINISTRATOR TO SEND A LETTER OF NO RECOMMENDATION TO KANE COUNTY REGARDING THE PROPOSED REQUEST, made by Trustee Tyrrell and seconded by Trustee George.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 2] Motion **CARRIED**

MOTION TO EXTEND THE MEETING PAST 9:30 P.M., made by Trustee Tyrrell; and seconded by Trustee George.

Voice Vote: [AYES: 4] [NAYES: 0] [ABSENT: 2] Motion **CARRIED**

9. DISCUSSION ITEMS

a. Board to discuss a request for qualifications (RFQ) for architectural services to remodel the Village Hall/Police Department

The Board discussed the current needs of the Village Hall and Police Department, and agreed that Chief Millar should be involved in providing input as the RFQ is formulated. Trustee O'Dwyer suggested that at least a ballpark figure be determined for budget purposes.

b. Village Administrative Clerk Hours

Administrator Searl made reference to the last Village Board meeting, where he distributed a copy of the new job description for the administrative clerk position. He added that Chief Millar provided input, which helped inform the decision to increase the hours for the position, as budget preparations are underway.

c. Bolcum Road LAFO (STP) Update

Administrator Searl reported that the core samples have not yet been done due to the cold weather; and he indicated that the Village's Public Works Committee as well as the Campton Township Highway District will be involved in the discussions, once the core sample data comes back.

d. Establishment of a Census 2020 Complete Count Committee

Administrator Searl said that the request for volunteers for the committee will be published in the next *Community Counts* email distribution. Trustee Tyrrell added that there may be a need for flyer, or other creative ways to convey the importance of residents' responses to the census.

e. Legislative Counsel Usage - There was no discussion.

f. FY 2019-20 Budget Process Update

Administrator Searl said that he is working with Treasurer Flakus on revenue estimates; and that the goal is to have a draft budget ready for the Finance Committee meeting next week.

g. Item for future consideration:

i. *Strategic Plan Goals Review* - There was no discussion.

ii. *401(a) Plan Administrator (Employer Defined Contribution Plan- Police)*

Administrator Searl said that he is waiting on some additional information on the 401(a) plan; and that he will follow up with Chief Millar for further discussion.

10. ADDITIONAL ITEMS FROM THE VILLAGE PRESIDENT, TRUSTEES, VILLAGE ADMINISTRATOR, VILLAGE ATTORNEY OR STAFF

- Trustee Tyrrell suggested Administrator Searl discuss with the Township, the timing of the McDonald Road weight limit signs, since we are in a new calendar year.
- Trustee Tyrrell asked for an update on the Police Pension Fund RFP for a fund manager; and Administrator Searl said that he would get an update at the next meeting; but reported that the Pension Fund committee members were given several examples of RFP's, and he understood that the committee had the intent to issue.
- Trustee Tyrrell suggested taking the necessary steps to put up signs for the snow ordinance on the main access roads. Administrator Searl said that he would consult the Township to determine the numbers and locations.
- Trustee O'Dwyer asked for an update on costs for salt and snow plow. Administrator Searl indicated that they are over budget; and added that, in discussion with the Township, he learned that the Township would have to stay firm at their \$300,000 contribution to the Village's roads. He added that the Village Engineer, HR Green, will help with the planning process.
- Administrator Searl reported on the ongoing matter concerning the additional signs on Route 64, indicating that construction trucks cannot turn into Fox Mill. He noted that although the winter weather has been a major priority lately, the Township will work on finding out the information from the State.
- Trustee George inquired about several ongoing matters, including:
 - *The status of the new subdivision/zoning ordinance* - Administrator Searl reported that the steering committee is reconvening tomorrow since the legal review is now complete; but that he did not yet have a projected date to send it to the Village's Plan Commission. Trustee Tyrrell noted that further discussion was needed on several of the Village Attorney's responses.
 - *Spring preparation for the roundabout* - Administrator Searl said that he reached out to a vendor which Trustee George recommended, and that a proposal is forthcoming.
 - *The lighting on the sign for the Norton Lakes development* - Administrator Searl said that he is in the process of looking into the annexation and PUD documents.
- Administrator Searl reported that the Village will be participating in a cost-sharing partnership opportunity with Elburn and Sugar Grove, designed to enhance training for plan commission members. He said that he will be encouraging all members of the Village's Plan Commission/Zoning Board of Appeals to attend.

