

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

February 20, 2018

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 7:12 p.m.
  
2. **ROLL CALL** - Clerk Quail called the Roll:

<i>Present</i>	<i>Absent</i>	<i>Also Present</i>
Trustee Andersen	Trustee Millette	Administrator Searl
Trustee George		Clerk Quail
Trustee Girka		Village Attorney Adam Simon
Trustee O'Dwyer		Police Chief Hoffman
Trustee Tyrrell		Treasurer Fischer
President Blecker		Zoning Officer Fitzgibbon
  
3. **PLEDGE OF ALLEGIANCE**  
President Blecker led all those present in the Pledge of Allegiance.
  
4. **PUBLIC COMMENTS** - There were no public comments.
  
5. **CONSENT AGENDA**
  - a. Motion to approve the minutes of the February 6, 2018, Regular Meeting
  - b. Motion to approve payment of bills per Warrant List #18-20
  - c. Motion to appoint Craig Weeks to the Economic Development Committee for a term to expire June 30, 2018
  - d. Motion to approve O-18-02 an Ordinance Disconnecting Previously-Annexed Property Pursuant to Court Order 43W035 IL Rte 64

Trustee Tyrrell pulled Item b of the Consent Agenda.

**MOTION TO APPROVE ITEMS A, C and D of the Consent Agenda**, made by Trustee George; and seconded by Trustee Tyrrell.

Roll Call Vote:	[AYES: 5]	[NAYES: 0]	[ABSENT: 1]	
	Andersen		Millette	Motion <b>CARRIED</b>
	George			
	Girka			
	O'Dwyer			
	Tyrrell			

**MOTION TO APPROVE PAYMENT OF BILLS PER WARRANT LIST #18-20**, made by Trustee Tyrrell; and seconded by Trustee George.

Trustee Tyrrell questioned the check request payable to Oakbrook Properties\*, specifically in regard to the way in which it was approved and processed. President Blecker explained that he approved the expenditure under his authority as Village President. Citing past examples where expenditures are brought before the Board for consideration versus those approved by



Trustee Tyrrell said that he would like to see continued efforts toward reducing speeding.

Trustee George commended Chief Hoffman on the Village's recognition for Safest Cities. Chief Hoffman expressed his appreciation; but emphasized that the safety is a testament to the residents. He further observed that the Village's incorporation brought a sense of ownership in the community, which contributes to safety, as illustrated by the significant reduction in calls for service over the past 10 years.

Trustee George raised the subject of school safety in light of the recent school shooting at a Florida high school. Because there are two schools in the Village, she stated that the Board has a responsibility to be educated on matters of emergency preparedness and raised the possibility of forming a task force which would include residents. She also recommended reaching out to the schools to ask what the Village can do to help in matters of safety. Discussion followed in which Chief Hoffman explained that officers make a point to be visible by going into the schools and driving through school neighborhoods. He explained that Kane County has conducted drills, and that there is coordination with other jurisdictions. He identified mental health and social media as highly significant factors in the broad discussion of school safety. President Blecker added that in December 2017, the Village leadership attended emergency preparedness meetings in conjunction with neighboring municipalities.

Trustee Andersen emphasized the importance of being self-educated and recommended taking online FEMA courses. Chief Hoffman said that he believed that to be a requirement at least for the President. Administrator Searl added that he would send the NIMS training link to the Board members. Trustee Girka spoke about the importance of officer training, and Chief Hoffman concurred, citing logistics of scheduling as among the major tasks.

President Blecker encouraged collaboration with schools who have direct communication with parents and families.

b. *Treasurer*

Treasurer Fischer provided a brief overview of the monthly financial report, noting that everything looks healthy and properly reconciled. She pointed out that the Village has received three of the four Comcast payments; and that there were some unexpected IT expenses related to server space issues in the Crimestar program. Finally, she noted that the debt per capita is lower than last year; and that as the Village Hall is paid off, that number will continue to decrease.

c. *Building and Zoning*

Zoning Officer Fitzgibbon provided summary of key points based on the monthly report contained in the Board meeting packet. He noted that inspections are down because of winter weather; and that he has been very busy even though he has not been in the field.

He highlighted a recent meeting with the Marketing Director of Shodeen, who wanted to display way-finding signs. Zoning Officer Fitzgibbon reported that Shodeen seems to have already reached the maximum allowable by ordinance for posting signage. The Board concurred that there is no need for way-finding signs.

Zoning Officer Fitzgibbon spoke about recent success in bill-collecting, and credited Tracy Johnson for her proactive efforts.

Trustee Tyrrell gave accolades to Zoning Officer Fitzgibbon for his diligence in handling matters relating to the properties on Ponderosa.

Trustee George asked Zoning Officer Fitzgibbon to ensure that the owner of the Dairy Queen understands that any new signage must be compliant with the Village's Dark Skies ordinance which would prohibit a lighted white background.

Trustee O'Dwyer recognized Zoning Officer Fitzgibbon for an outstanding job on providing statistical reporting; but also requested more concrete numbers as budget planning approaches. Zoning Officer Fitzgibbon in turn acknowledged Tracy Johnson for her excellent contribution to the reporting. The Board members echoed the praise for Ms. Johnson.

*i. Discussion - Proposed amendments to Village Code Title 5, Chapter 1, Section 5.1.2-15 & 5.1.2-16 and Title 9, Chapter 2, Section 9-2-2-5*

Zoning Officer Fitzgibbon explained the proposed amendment, which seeks to amend the Code such that the Zoning Officer would have greater leeway to distinguish weeds and high grass from native prairie plants. He explained a loophole in the current Code where residents in violation have claimed that overgrown weeds are prairie plants. He added that the recommendation is to omit the current language in favor of language derived from the International Property Maintenance Code (IPMC). Zoning Officer Fitzgibbon indicated that he reviewed the language with Jerry Johnson (Chairman of the Planning and Zoning Commission) who is a botanist.

Trustee O'Dwyer asked Zoning Administrator to check Fox Mill to find out if they have their own regulations.

Attorney Simon suggested to add language which characterizes the maintenance of plants according to "the application of good horticultural standards."

Trustee George added that prairie growth can indeed get out of hand; and emphasized that prairies do require a certain amount of maintenance.

Trustee Tyrrell cautioned the Board against making major changes to the existing policy, noting the importance of diverse and naturalized properties in the Village. He urged the Board to think about the ramifications of altering Code and making changes in writing. He also asked that Zoning Officer Fitzgibbon make an effort to address problem properties without overhauling naturalization.

President Blecker clarified that Zoning Officer Fitzgibbon is only seeking the Board's permission to draft some applicable language.

## **7. ACTION ITEMS**

**Ai. MOTION TO AMEND PERSONNEL POLICY CHAPTER 11, Section 11.1, PAID TIME OFF/MANAGED TIME OFF, made by Trustee Tyrrell; and seconded by Trustee Andersen.**

Administrator Searl presented amendments to the benefits as identified in the memo contained in the Board packet, which answered questions about how the benefit would be calculated.

Trustee Tyrrell identified discrepancies among the memo, accompanying documents, and the employee handbook. It appeared that the paid time off language was missing; and that the eligibility threshold was inconsistent insofar as it appeared to be either 30 or 32 hours.

Administrator Searl apologized for the erroneous documents included in the Board packet and indicated that the handbook would also need to be adjusted so that the language was consistent.

Trustee Andersen questioned the circumstance under which the Village would have a 40-hour/week employee, in light of the fact that the Village Hall is only open 35 hours/week.

The Board agreed it would be prudent to table the matter, until the documents accurately reflect the proposed changes. Administrator Searl indicated that he would correct the documents.

*Attorney Simon indicated that it was not necessary to withdraw the motion and advised the Board to go ahead with the MOTION TO TABLE.*

**MOTION TO TABLE AMENDMENT TO PERSONNEL POLICY CHAPTER II, SECTION 11.1, PAID TIME OFF/MANAGED TIME OFF, made by Trustee Tyrrell; and seconded by Trustee George.**

Voice Vote: [AYES: 5] [NAYES: 0] [ABSENT:1]

Motion: **TABLED**

**Aii. MOTION TO APPROVE ORDINANCE 18-01, DELETING SECTION 1-7-8 OF CHAPTER 7 OF TITLE 1 OF THE CAMPTON HILLS VILLAGE CODE REGARDING BENEFITS, made by Trustee Tyrrell; and seconded by Trustee George.**

Voice Vote: [AYES: 5] [NAYES: 0] [ABSENT:1]

Motion: **CARRIED**

**b. MOTION TO APPROVE A RESOLUTION ACCEPTING MEMBERSHIP AS A MEMBER OF THE NORTHWEST HEALTH INSURANCE POOL (NWHIP) SUB-POOL OF THE INTERGOVERNMENTAL PERSONNEL BENEFIT COOPERATIVE, made by Trustee O'Dwyer; and seconded by Trustee George.**

Trustee O'Dwyer recalled the in-depth discussion the Board had in their previous regular meeting and suggested to Administrator Searl that some research be done on other municipalities to find out both the employee



Discussion continued in which the Board weighed the merits of engineers who are in closer geographic proximity to the Village, versus those which are non-local.

Trustee O'Dwyer recommended that Trustee Millette review the draft RFQ; and Administrator Searl indicated that he would accordingly follow up with Trustee Millette.

b. *Small Cell Wireless Facilities – SB1451*

Administrator Searl explained that a draft resolution has been circulated by Metro West, which advocates for municipalities to maintain control over placement of small cells. He added that the bill is being held by the State Senate. Attorney Simon clarified that the bill is being held indefinitely.

Trustee O'Dwyer questioned the value of pursuing such a resolution, considering that there would be no recourse for the Village if the State Bill were to pass. President Blecker stated that there is value in standing in solidarity with Metro West and other municipalities who share the same voice.

Trustee Tyrrell indicated that he did research on the issue and found that, with the passage of SB 1451, municipalities would be limited in their power.

President Blecker asked Attorney Simon if the Village could impose more strict guidelines beyond SB 1451, if it were to pass. Attorney Simon explained that the small cells could be regulated like any other above-ground utilities, and that the Village could adopt those regulations. However, he cautioned the Board that what is "reasonable" in such a scenario is subject to argument; and that each case would have to be evaluated in proper context.

Trustee O'Dwyer suggested adopting an ordinance for the stealth technology first, and then follow with the Resolution on small cells. Trustee George concurred and favored taking strategic action. Attorney Simon added that there is no "down side" to going ahead with this Resolution.

Trustee Tyrrell reiterated that the objective of the Board is to protect the rights of the Village. He recommended directing Administrator Searl to present the Resolution on the next meeting's agenda, and to ultimately send it to as many people in the State government as reasonably possible, and to additionally adopt a stealth ordinance.

President Blecker concurred and spoke of the importance of voicing an opinion in good faith for the citizens.

c. *Police Chief Recruitment Process*

President Blecker referred to the recent copy of Chief Hoffman's resignation letter, identifying a last day of May 31, 2018, and noted a timeline which Administrator Searl constructed for the filling of the position.

Discussion followed regarding best practices for the interviewing process. Trustee Andersen suggested that the Fire and Police Commission be part of the

interview and recruiting process. Administrator Searl indicated that Fire and Police Commissions in municipalities generally do not have any involvement in recruitment. He further explained that Chief Hoffman cautioned Administrator Searl in earlier conversations, that it was difficult to get the Commission together because of their different schedules. Attorney Simon added that the Commission does not have any particular expertise in recruiting a Police Chief, and that this is a Presidential appointment not typically requiring the Board's involvement.

Administrator Searl clarified that the Commission's involvement in hiring police officers in the past was different because, unlike the Chief position, did not require duties such as leadership and management. Administrator Searl shared that he had never seen, in his own professional experience, a scenario where the Fire/Police Commission gave their input in the hiring of a Police Chief; but that he would not be opposed to it.

Administrator Searl emphasized to the Board that they need a consensus on how to go about the advertising for the position. Trustee Andersen suggested that certain education requirements be set.

Trustee Tyrrell suggested a scenario of running an ad, and at some point, narrowing the candidates to one internal and one external candidate. He also added that there should be an exit interview with Chief Hoffman set on the timetable. Finally, he recommended that more than five days should be allowed for the eventual candidate to consider the offer of the position.

Consensus was reached among the Board members to put out an ad both internally and externally to advertise for the Police Chief position.

*d. Board and Committee appointments*

Trustee Tyrrell reported progress on the matter and indicated that he and Trustee Girka are approaching completion. Trustee Girka concurred.

*e. Legislative Counsel Usage Procedure*

Trustee Tyrrell explained that he and Trustee Millette are continuing to work on the project as time permits.

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

**9. ADDITIONAL ITEMS** from the Village President, Trustees, Village Administrator, Village Attorney or Staff

- Trustee Andersen raised the subject of the tornado siren, explaining that she had an opportunity to review the map and noted that the KDOT garage is a viable place for the siren. She said that 8 or 9 would be needed, and that each has approximately 1.5-mile effective area. Trustee Andersen further added that the first siren was donated; but that more money was budgeted for installation than for purchasing the additional sirens. Trustee O'Dwyer recommended borrowing from the contingency account, since it is important to move forward. Trustee Andersen said that she will meet with Administrator Searl and, as a first step, reach out to the KDOT supervisor.

- President Blecker asked Administrator Searl if he had an answer back from the contractor for the flag pole installation. Administrator Searl said that he was unsuccessful in reaching the contractor, and asked Trustee Tyrrell to assist in securing an answer from the contractor, since Trustee Tyrrell had prior contact with him. Trustee Tyrrell confirmed that he would do so.
- Trustee George explained that she had been in dialogue with the County regarding the stormwater project and noted the line item for Natural Resources on the Strategic Plan Goals Review. It appeared that the County had provided the required information to Zoning Officer Fitzgibbon “more than once” and thus wanted to know what is still outstanding. Trustee George asked that if Zoning Officer Fitzgibbon needs the assistance of Water Resources, to let her know in advance of their next meeting in March.
- Trustee Tyrrell raised the topic of the application for river boat funds and recalled the conditions placed on the Fox Mill HOA, if the award were granted. He asked the Board if the Village should reach out to the Fox Mill HOA and inform them of the terms. Trustee O’Dwyer replied that the Village could do that; but that if the Fox Mill HOA did not agree to the terms, the Village would simply not accept the award.
- The Board agreed on the date of March 7th at 7:00 p.m. for the budget workshop. Trustee O’Dwyer asked Administrator Searl to ensure the formulas on the spreadsheet be readily visible, for the sake of expediency.

10. **CLOSED SESSION:** No Closed Session was held.

11. **ACTION PERTAINING TO CLOSED SESSION** - There was no action taken.

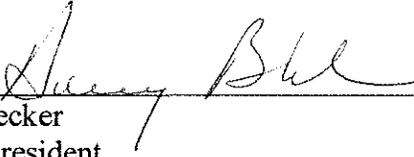
12. **MOTION TO ADJOURN THE MEETING**, made by Trustee Tyrrell; and seconded by Trustee Andersen.

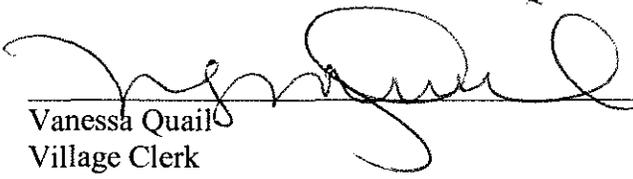
Voice Vote: [AYES: 5] [NAYES: 0] [ABSENT:1]

Motion: **CARRIED**

President Blecker adjourned the meeting at 9:59 p.m.

Approved this 6<sup>th</sup> day of March, 2018

  
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Harry Blecker  
Village President

  
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Vanessa Quail  
Village Clerk