

**MEETING MINUTES FOR THE REGULAR MEETING OF THE  
COMMUNITY RELATIONS CITIZENS ADVISORY BOARD  
OF THE VILLAGE OF CAMPTON HILLS  
APRIL 27, 2016 AT 7:00 P.M.  
Village Hall-Campton Hills  
40W270 LaFox Road, Suite B, Campton Hills, IL 60175**

I. Call to Order: Meeting called to order at 7:16pm

II. Roll Call Present: Jim McKelvie, Sue Windland, Jayne Holley, Norm Turner and Patty Hoppenstedt

Absent: Carol Stolte (excused)

III. Approval of meeting minutes from March 23, 2016-Motion made to approve the meeting minutes by Norm Turner, seconded by Sue Windland.

IV. Comments from the Public: None

V. Old Business

- a. Revised award recognition procedures and next steps-Tracy has converted the award documents from PDF to Word. She was able to add the Campton Hills logo. Sue & carol will do final proof and bring to the May meeting for committee approval before being submitted to the Village at an upcoming board meeting. Patty will bring her laptop so she can make any corrections on site. We recommend selection of a nominating sub-committee. Norm spoke to Katie, editor of the Kane County Chronicle, who had agreed to have media present at actual event. Our committee needs to present a timeline draft along with the forms.
- b. FY16 Update and 2017 Budget Approval-A correction was made to the final FY16 budget. Our committee received approval for \$3000 for Community Relations and \$500 for National Night Out for FY17.
- c. Pre-Christmas Event-Friday, December 2 from 7-9pm (tentative time) -Sue met with the Economic Development (ED) committee in March along with Jennifer Johnsen and Anthony Isom to discuss scope of ideas which included tree lighting, carolers, reindeer and Santa.

Further discussion by our committee included the reindeer arriving 30 minutes before the tree lighting. The tree lighting location would be just south of Tavern in the Hills. Santa could arrive by fire truck. Other ideas included school children making ornaments for the tree, which will be donated by Mr. & Mrs. Swanson. This tree is a ~~blue~~ blue spruce about 18 to 20 foot tall. Sue has begun discussion with Sam Galucci from Campton Township for transport, securing the tree in place and lighting. For the future a live tree might be planted to grow bigger each year for this event.

Locations discussed were the Village Hall for Santa or maybe one of Ron D's empty rental units. Participating businesses to be open that evening could have windows painted and serve light refreshments. An idea for a type of "passport" that all attendees would receive at the tree lighting and fill at local businesses. The passport could be turned in for raffle prizes, gift cards, lunch with the village president/trustees. Possible people movers or pedestrian control for people crossing LaFox Road. Also possible pedestrian control on Rt. 64 if businesses north of Rt. 64 decide to participate.

Also discussed was having carolers, bell ringers dressed in costume. Mike T. could roast chestnuts. We could talk to Fox Valley Orchestra to have some youth play music. Sue suggested pre-sales of holiday greens from Wasco Nursery could be located downtown Campton Hills for pick up that evening. We have received a contract from Tammy for the reindeer for \$1400- 2 reindeer for 2 hours and 2 handlers. Sue has 2 more sources to check out.

We discussed the official name of this event with ideas like Holiday in the Village of Campton Hills, Santa in Campton Hills, Village of Campton Hills Street Festival, and Christmas Open House. Norm offered to draft a letter for the businesses with name idea.

Other suggestions was to do a 90 day count down to the event. Consider promoting Chief Hoffman's Toys for Tots Holliday Toy Drive.

An action planning group for this event would include representation from the Community Relations committee, ED and possible business(es). This group would decide times to meet and report back to the respective committees. Jayne offered to draft sponsor forms for the next meeting of ED. Village staff plan to approach village vendors for sponsorships and donations. The action planning group will determine who will go out to local businesses.

## VI .New Business

- a. NNO Tuesday, August 2, 2016 rom 6-8pm-Jayne will update the forms for our next meeting and send out a save the date email to previous participating organizations and businesses before the end of May.
- b. Other business-Norm will pick up the \$78.00 in cash that we made from Winter Wonder food sales and take to the Ronald McDonald House Charities.

VII. Notice next month's regular meeting is May 25, 2016 at 7:00 pm, Village Hall-Campton Hills, 40W270 LaFox Road, Suite B, Campton Hills, IL 60175

VIII. Adjourn Meeting- motion to adjourn made by Jim McKelvie and seconded by Patty Hoppenstedt.

