

**AGENDA FOR A REGULAR MEETING
OF THE CORPORATE AUTHORITIES OF THE
VILLAGE OF CAMPTON HILLS
JULY 5, 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. Motion to approve payment of bills per Warrant List #17-05 (See Attachment)
6. Discussion and consideration of an Intergovernmental Agreement between the Village and the Wasco Sanitary District for the Painting of the Name “Campton Hills” on the Wasco Sanitary District Water Tower (See Attachment)
7. Discussion and consideration of a motion to fund the Willowbrook Drainage Improvement Project in an amount not to exceed \$3,000 (See Attachment)
8. Discussion of an Ordinance Establishing the Speed Limits within the Fox Mill Subdivision (To Be Distributed)
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. Bi-Annual Review of Closed Session Minutes. 2(c)(21)
 - e. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)
10. Action Following Closed Session
 - a. Consideration of a motion to terminate the administrator, effective August 4, 2016.
 - b. Consideration of a motion to place the administrator on administrative paid leave for 30 days, commencing immediately.

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

11. Additional Items from the Village President, Trustees, Village Administrator, Village Attorney or Staff
 - a. Department Metrics (See Attachment)
 - b. Organizational Chart

12. Adjournment

**Village of Campton Hills
BILLS TO BE APPROVED- July 5, 2016
WARRANT 17-05**

	Num	Memo	Amount	
GENERAL FUND				
B & F Construction Code Services, Inc.				
	44145	May Inspections / Misc Plan Reviews	5,101.68	
Total B & F Construction Code Services, Inc.				5,101.68
Blue Cross Blue Shield of Illinois				
	06162016	Health Insurance - Admin	667.85	
	06162016	Health Insurance - Police	2,003.55	
Total Blue Cross Blue Shield of Illinois				2,671.40
Chicago Metropolitan Agency for Planning				
	FY2017-036	FY2017 Local Contribution	423.72	
Total Chicago Metropolitan Agency for Planning				423.72
Communications Direct, Inc.				
	SR110094	Police Radio Repair	117.75	
Total Communications Direct, Inc.				117.75
Coverall				
	1010578114	Cleaning Services - Admin Portion (70%)	245.00	
	1010578114	Cleaning Services - Police Portion (30%)	105.00	
Total Coverall				350.00
Creative Mailing Services				
	10925	3,748 Newsletters	262.36	
Total Creative Mailing Services				262.36
Dearborn National Life Insurance				
	06132016	Life Insurance - Admin	55.90	
	06132016	Life Insurance - Police	206.40	
	06132016	Life Insurance - B&Z	12.90	
Total Dearborn National Life Insurance				275.20
Diamond Fire Equipment Co				
	43374	Annual Service of Fire Extinguishers	70.00	
Total Diamond Fire Equipment Co				70.00
Firestone Complete Auto Care				
	060790	2010 Ford Crown Vic - Tires	1,008.80	
Total Firestone Complete Auto Care				1,008.80
Gardens and Gatherings				
	06142016	Flowers	44.95	
Total Gardens and Gatherings				44.95
Gold Coast Armory				
	AD1011533/2016	Ammo	528.88	
Total Gold Coast Armory				528.88
Helping Hand P.C. Services & Networking				
	16-25093	Computer Repair - Treasurer	110.00	
Total Helping Hand P.C. Services & Networking				110.00
Jennifer Johnsen				
	06282016	ILCMA Conference - Hotel	332.04	
	06282016	ILCMA Conference - Mileage (116.8 Miles)	63.07	
	06282016	Mileage - Bank Deposits (3.8 Miles)	8.21	
Total Jennifer Johnsen				403.32
Kane County Sheriff's Office				
	16-004	Kane County Range Usage - 02/22/16	100.00	
Total Kane County Sheriff's Office				100.00
Kiesler's Police Supply, Inc.				
	0797073	Ammo	459.09	
Total Kiesler's Police Supply, Inc.				459.09
Konica Minolta usage				
	9002501007	Copier Usage - Admin Portion	122.07	
	9002501007	Copier Usage - Police Portion	52.32	
Total Konica Minolta usage				174.39
Liepins, Jim				
	06142016	Mileage Reimbursement for ILEAS Conference	199.80	
Total Liepins, Jim				199.80
Logsdon				
	0973524-001	Office Supplies - Admin Portion	112.14	
	0973524-001	Office Supplies - Police Portion	11.56	
	0974308-001	Office Supplies - Admin Portion (70%)	100.74	
	0974308-001	Office Supplies - Police Portion (30%)	43.16	
Total Logsdon				267.62
Metro West				
	2607	Legislative Drivedown - 05/03-05/04 - Jennifer Johnsen	165.00	
	2607	Legislative Drivedown - 05/03-05/04 - Mike Millette - To be reimbursed to Village	165.00	
Total Metro West				330.00
North East Multi-Regional Training				
	208382	Training - 06/01/16 - 2 Officers	150.00	
	208681	Training - 06/06/16-06/08/16 - 1 Officer	250.00	
Total North East Multi-Regional Training				400.00
Notary Express				
	06272016	Notary Kit - Daniel Hoffman	59.99	
Total Notary Express				59.99
Paddock Publications, Inc.				
	T4443596	Prevailing Wage Ordinance Legal Notice	63.25	
Total Paddock Publications, Inc.				63.25

	Num	Memo	Amount	
Petty Cash VHall				
	06282016	04/05/16 - Zoning Recording Fee	47.00	
	06282016	04/15/16 - T Johnson - Office Supplies	19.47	
	06282016	04/15/16 - T Johnson - Meeting Supplies	28.14	
	06282016	04/25/16 - D Hoffman - Postage	12.45	
	06282016	05/08/16 - Pikoicz - Meals for Prisoners	10.13	
	06282016	05/12/16 - T Johnson - 5 Wreaths	5.00	
	06282016	05/12/16 - C Ranieri - Lightbulbs	53.82	
	06282016	05/19/16 - D Hoffman - Chief's of Police Luncheon	15.00	
	06282016	05/20/16 - D Hoffman - Postage	6.47	
	06282016	06/06/16 - C Ranieri - Postage	6.47	
	06282016	06/17/16 - D Hoffman - Train Ticket	24.00	
	06282016	06/17/16 - T Johnson - Postage	6.45	
	06282016	06/28/16 - D Hoffman - Gas for Squad	39.87	
	06282016	06/28/16 - D Hoffman - Parking and Train Ticket to Chicago	10.50	
	06282016	06/28/16 - B Pepich - Travel Per Diem for Training	67.00	
Total Petty Cash VHall				351.77
PF Pettibone				
	70195	Citation & Complaint Tickets - Police Department	295.20	
Total PF Pettibone				295.20
Physicians Immediate Care - Chicago				
	2989551	Drug Screen - Faunne Legg	38.00	
	2989551	Drug Screen / Breath Test - Hoffman	73.00	
Total Physicians Immediate Care - Chicago				111.00
Ray O'Herron Co.				
	1634932-IN	Uniform	214.87	
Total Ray O'Herron Co.				214.87
Ready Refresh				
	06F0126009125	Water Delivery - Admin Portion (70%)	20.74	
	06F0126009125	Water Delivery - Police Portion (30%)	8.89	
Total Ready Refresh				29.63
Swiftly Print, Inc.				
	76835	Business Cards	74.00	
	76836	June 2016 Newsletter	1,039.00	
Total Swiftly Print, Inc.				1,113.00
The Outpost				
	06152016	Gasoline - Police Department	626.68	
	06152016	Gasoline - B&Z	48.82	
Total The Outpost				675.50
Trailside Auto Repair, Inc				
	5561	B&Z Brake Light Switch Repair	88.46	
Total Trailside Auto Repair, Inc				88.46
Tyco Integrated Security LLC				
	26668608	Maintenance fee for Video Cameras - Police Department	355.35	
Total Tyco Integrated Security LLC				355.35
US Postal Service				
	06172016	Postage for Newsletter	960.63	
Total US Postal Service				960.63
Verhaeghe Lawn Maintenance Inc				
	8030	Shrub Trimming - 06/15/16	425.00	
	8051	Mowing 06/07/16 & 06/14/16	50.00	
Total Verhaeghe Lawn Maintenance Inc				475.00
Wasco Sanitary District				
	94320	Water / Sewer Usage - Admin Portion	64.05	
	94320	Water / Sewer Usage - Police Portion	27.45	
Total Wasco Sanitary District				91.50
Wine Sergi & Co. LLC				
	109831	Public Official Bond - Harry Blecker	151.00	
Total Wine Sergi & Co. LLC				151.00
Payroll July 1, 2016				
Administration			6,531.54	
Elected officials			-	
Building & Zoning			2,860.85	
Employer taxes, retirement contributions, etc.			10,533.90	
Police - full-time			16,694.29	
Police - part-time			7,019.74	
Total Payroll June 17, 2016				43,640.32
TOTAL GENERAL FUND				61,975.43
MFT Fund				
Campton Township Highway District				
	2016 04 MFT	April 2016 MFT	9,563.58	
	VCH 161516	Fallen Tree - Lenz Rd.	500.00	
Total Campton Township Highway District				10,063.58
TOTAL MFT FUND				10,063.58

**Village of Campton Hills
Memorandum**

To: Village President and Board of Trustees
From: Jennifer Johnsen, Village Administrator
Subject: "Campton Hills" on Water Tower
Date: June 29, 2016



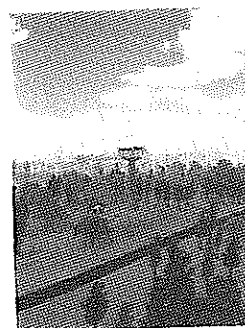
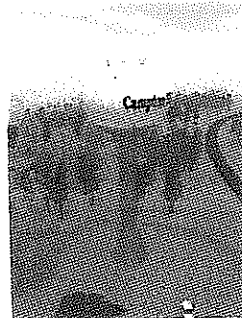
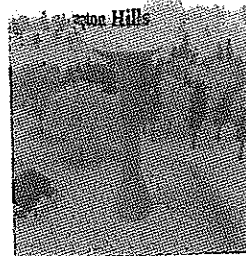
At the June 21st Village Board meeting, Wasco Sanitary District (WSD) President Tom Bihun approached the Village Board to ask the Village whether they would be interested in paying for the cost to put the "Campton Hills" name on the water tower if the cost were spread out over a number of years. President Bihun stated that the cost would be approximately \$15,000. Following discussion, there was a consensus of the Village Board members present that the Village would be agreeable to paying for the cost to paint the "Campton Hills" name on the water tower if the cost were spread over a number of years.

As such, President Bihun scheduled a special meeting of the WSD for Thursday, June 31st to determine whether the WSD Board would be agreeable to having the Campton Hills name on the water tower. If agreeable, I will be providing you with an intergovernmental agreement for your consideration as well as a recommendation on funding.

Attached, please find the proposed illustration of the water tower. Please note, the lettering will be blue as will the base of the tower. In addition to the approval of the agreement, the Village Board and the District will need to reach an agreement on which two opposite sides of the water tower the name should be painted on.

Action Requested: Discussion and consideration of an Intergovernmental Agreement between the Village and the Wasco Sanitary District for the Painting of the Name "Campton Hills" on the Wasco Sanitary District Water Tower

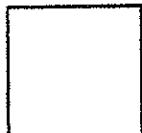
Attachment: Water Tower Illustration



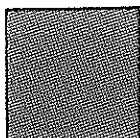
PROJECT NAME: Water Tower
COMPLETION DATE: August 2016

PROJECT LOCATION: Campton Hills
FABRICATOR: Tecorp

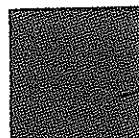
COLORS SELECTED:



Tank White | 15BL



KC Blue | 21BL

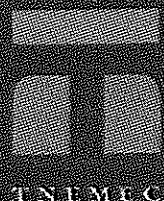


BLUES
Black | 35GR

ADDITIONAL INFORMATION:
Please send ASAP

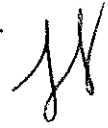
Tnemec Company Tank Colorization

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T N E M E C

**Village of Campton Hills
Memorandum**

To: Village President and Board of Trustees
CC: Chris Ranieri, Building and Zoning Officer 
From: Jennifer Johnsen, Village Administrator
Subject: Willowbrook Drainage Improvement Project
Date: June 29, 2016

At the May 24, 2016 Village Board meeting, the Village Board reviewed the existing policy regarding the funding of property drainage issues whereby these improvements are to be funded 100% by private property owners. At the meeting, the Village Board reached a consensus that the Village should not amend its policy regarding the funding of private property improvements.

However, as you are aware, there is an outstanding issue on Willowbrook that is impacting the Village's right-of-way. As such, the affected residents and President Blecker have requested that this item be placed on the agenda for your consideration.

The improvement involves the replacement of a 10" drain tile that is located on private property with a 10" solid pipe. See the attached memorandum from Building and Zoning Officer Ranieri for more information.

The Village's portion of the project would not exceed \$3,000. I have confirmed that motor fuel tax (MFT) funds cannot be used for this project as the pipe would be located on private property. As such, the project would be funded from the engineering account in the General Fund. As this account is primarily made up of engineering charges related to building permits and building permits may continue to rise, this account may go over budget. However, this expense will not result in the total General Fund exceeding budget.

Action Requested: Discussion and consideration of a motion to fund the Willowbrook Drainage Improvement Project in an amount not to exceed \$3,000

Attachment: Building and Zoning Officer Memorandum

**Village of Campton Hills
Staff Statement to the Village Board**

June 30, 2016

Agenda item for July 5, 2016

Item: Willowbrook Dr. drainage.

The drain tile located at the south east corner of Silver Glen and Willowbrook Dr. is not functioning. The cost to replace the existing 10" drain tile with a new 10" solid pipe and one manhole is \$7,000 to \$8000 plus restoration (\$1,000). The property owner that lives at 7N145 Willowbrook (the corner lot) has agreed to pay 50% or up to \$4,000.00. The property owner at 40W728 Willowbrook Crt. is willing to contribute \$2,000.00. I am requesting the Village contribute the remaining cost towards the project which will not exceed \$3,000.00. The village will require the private contribution be collected by the village prior to starting the job.

I have attached the proposed improvement plans and the proposal.



Chris Ranieri
Building & Zoning Officer

Schneider Excavating, Inc.

EXCAVATING - GRADING

38W645 Highland Avenue Elgin, IL 60124

(847) 741-6340

Mr. Martin Kwitschau
7N145 Willowbrook Drive
Campton Hills, IL 60175

Re: Willowbrook Subdivision Drainage
July 16, 2015

Draintile installed per print with tie in to existing and new basin

Includes by-pass pumping \$ 6,900.00

Price assumes: We will strip & re-spread the topsoil from site. It will be muddy and landscape restoration will be by others after the area dries out.

We will have to trim some branches on the existing tree to get the machinery past it.

The bush by the driveway will probably have to be removed to do the work. We will dispose of it.

No cutting or patching of the driveway are anticipated. The new basin will be placed as close as possible without undermining the drive.

Thank you for taking our bid. If there are any questions call Steve at (847)741-6340.

Please sign and return as notice to proceed.

11a

**Village of Campton Hills
Memorandum**

To: Village President and Board of Trustees
From: Jennifer Johnsen, Village Administrator
Subject: Department Metrics
Date: June 29, 2016



The Village's Strategic Plan includes the following measurable accomplishment:

3b: Establish Baseline Metrics by Department

Staff recently met to review the metrics which can be made available to the Village Board. In our review, we determined that many of these metrics are currently available through various reports and documents. The following areas are those that staff felt was not being covered.

Building: Staff felt that building department metrics could be best accomplished through a semi-annual report. Attached please find the report spanning January 1 – June 30, 2016.

Administration: Staff felt that communication metrics (Community Counts! and Village website) could be reported on through a semi-annual report. Attached please find the report spanning January 1 – June 30, 2016.

Below please find a summary of the reports and documents that include metrics for each department.

Administration

- Bi-Weekly Report
- Year End Review (Included in printed newsletter)
- Semi-Annual Communications Report

Finance

- Monthly Treasurer's Report
- Annual Audit

Police

- Monthly Police Department Report
- Annual Police Department Report

Building

- Semi-Annual Building Department Report

Action Requested: Discussion regarding metrics for each department.

Attachment: Semi-Annual Building Department Report
Semi-Annual Communications Report

**Village of Campton Hills
Staff Statement to the Village Board**

June 30, 2016

Agenda item for July 5, 2016

Item: Semi-Annual Building Department Report

The Building Department has issued 200 permits in the first 6 months of the 2016 calendar year, compared to 132 permits in 2015. That's approximately a 50% increase.

The Building Department has issued 39 Notices of Violation of which 33 of the violations have been corrected, 4 violations are a work in progress and 2 violations are not in compliance. The village has recently adopted the practice of issuing a Notice to Appear in Civil Court for property owners that are not willing to comply. Our first case will be heard on July 12, 2016.

A handwritten signature in black ink, appearing to read 'Chris Ranieri', with a long horizontal flourish extending to the right.

Chris Ranieri
Building & Zoning Officer

**Village of Campton Hills
Memorandum**

To: Village President and Board of Trustees
From: Jennifer Johnsen, Village Administrator
Subject: Communications Report
Date: June 30, 2016



**SEMI-ANNUAL COMMUNICATIONS REPORT
January 1, 2016- June 30, 2016**

Website

- In December 2015, the Village's new website officially went live. The last six months have been spent improving the website but many more improvements are necessary and will be coming over the next six months.

Community Counts!

- It has been 13 months since the Village launched the Community Counts! weekly newsletter. Current enrollment is 1,384 email address. This is an increase from 1,029 enrolled in the beginning of the year.
- The Village officially transitioned from the 1&1 email system to the Village's website Civic Send system on June 3, 2016 and is in the process of redesigning the newsletter.
- There has been a decrease in the number of email addresses opening the Community Counts! email. Currently, approximately 375 email address open the email as compared to approximately 475 in the beginning of the year. The Village hopes that a redesigned newsletter will encourage more users to open the newsletter. Although the number varies greatly, typically more email addresses open the e-alerts sent by the Police Department.

Community Counts! Printed Edition

- In June 2016, the Village issued the first ever printed edition of *Community Counts!* The mailing is sent to 3,748 addresses in the Village and includes residences and businesses.

Town Hall Meeting

- The Village is preparing for the first ever Town Hall meeting to be held July 19, 2016. The meeting will include a questionnaire on the meeting itself as well as Village services.