

**AGENDA FOR A REGULAR MEETING  
OF THE CORPORATE AUTHORITIES OF THE  
VILLAGE OF CAMPTON HILLS  
SEPTEMBER 1, 2015 7:00 P.M.**

**THE 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. Presentation of the Mission Statement for the Water Resources Committee (See Attachment)
6. Consent Agenda [By a single unanimous vote, called an omnibus vote, the Board may approve a number of unrelated items. There may be no discussion, but any Trustee may remove any one or more items from the Consent Agenda, whereupon that item goes on the agenda below.]
  - a. Motion to approve payment of bills per Warrant List #16-08 (See Attachment)
  - b. Motion to approve the minutes of the August 18, 2015 Rescheduled Regular Meeting (See Attachment)
  - c. Motion to advise and consent to the Village President's reappointment of Christine Brauer to the Plan Commission and Zoning Board of Appeals for a term expiring September 1, 2020
  - d. Motion to advise and consent to the Village President's reappointment of Wendy White Eagle to the Plan Commission and Zoning Board of Appeals for a term expiring September 1, 2020
  - e. Motion to advise and consent to the Village President's reappointment of John Pree to the Plan Commission and Zoning Board of Appeals for a term expiring September 1, 2020
7. Discussion and consideration of an Ordinance Amending the Village Code Regarding Purchasing Procedures (See Attachment)
8. Discussion and consideration of an Ordinance Amending the Village Code Regarding the Creation of the Agendas for Meetings of the Village Board and Committee of the Whole (See Attachment)

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. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)
  - c. Collective negotiating matters. 2(c)(2)
  - d. Closed session meeting minutes. 2(c)(21)

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

10. Additional Items from the Village President, Trustees, Village Administrator, Village Attorney or Staff
  - a. September 15, 2015 Village Board Meeting to be held at the Congregational Church of Christ
11. Adjournment

VILLAGE OF CAMPTON HILLS WATER RESOURCES COMMITTEE  
MISSION STATEMENT  
July 28, 2015

“To provide guidance and input to the Village on matters related to water resources of the Village and surrounding communities. To promote responsible, best practices, sustainable and effective use and protection of water resources of the Village. Principal forms of Water Resources are ground water, surface water, rainwater and wastewater.”

6a

**Village of Campton Hills**  
**BILLS TO BE APPROVED- September 1, 2015**  
**WARRANT 16-08**

<b>Num</b>	<b>Memo</b>	<b>Amount</b>	<b>Total Amount</b>
<b>Animagic Media</b>			
121	website updates 09/01-11/30/15	550.00	
Total Animagic Media			550.00
<b>B &amp; F Construction Code Services, Inc.</b>			
42192	07/15 plan reviews and inspections	3,089.68	
42256	8N385 Kendall Road basement review (covered by permit)	1,012.55	
42276	5N755 Denker Road basement review (covered by permit)	1,528.92	
Total B & F Construction Code Services, Inc.			5,631.15
<b>Banner Up Signs</b>			
60329	National Night Out banner	135.00	
Total Banner Up Signs			135.00
<b>Blue Cross Blue Shield of Illinois</b>			
860762 09/15	09/15 admin health insurance	625.79	
860762 09/15	09/15 police health insurance	1,936.49	
Total Blue Cross Blue Shield of Illinois			2,562.28
<b>Clark Baird Smith LLP</b>			
6266	labor counsel	81.25	
Total Clark Baird Smith LLP			81.25
<b>Communications Direct, Inc.</b>			
SR108078	public safety spkr mic for TK-290 (police)	296.00	
SR108037	repair headlight flasher (police)	62.50	
Total Communications Direct, Inc.			358.50
<b>Dearborn National Life Insurance</b>			
FP60762 09/15	09/15 admin life insurance	55.90	
FP60762 09/15	09/15 police life insurance	193.50	
FP60762 09/15	09/15 B&Z life insurance	12.90	
Total Dearborn National Life Insurance			262.30
<b>Firestone Complete Auto Care</b>			
51604	tire repair	27.08	
Total Firestone Complete Auto Care			27.08
<b>George, Sue</b>			
exp rpt 08/26/15	Metro West drive down expenses (from April)	145.73	
Total George, Sue			145.73
<b>Holley, Jayne</b>			
exp rpt 08/20/15	Metro West gift basket donation	12.99	
exp rpt 08/20/15	National Night Out expenses	230.99	
Total Holley, Jayne			243.98
<b>Illinois Public Risk Fund</b>			
25775	quarterly workers comp premium - admin portion	1,429.50	
25775	quarterly workers comp premium - police portion	3,335.50	
Total Illinois Public Risk Fund			4,765.00
<b>Konica Minolta usage</b>			
9001664543	admin copier usage 07/17-08/16/15	164.49	
9001664543	police copier usage 07/17-08/16/15	70.49	
Total Konica Minolta usage			234.98

	Num	Memo	Amount	Amount
<b>Old Second Credit Card</b>				
	08/15 stmt	Carbonite online backup service - 1 year	599.99	
	08/15 stmt	Notary stamps for 2 police officers	108.00	
	08/15 stmt	recorder for Board meetings	49.99	
	08/15 stmt	1&1 e-mail service	49.95	
Total Old Second Credit Card				807.93
<b>PF Pettibone</b>				
	33785	12 badges (police)	153.85	
Total PF Pettibone				153.85
<b>Pitney Bowes</b>				
	680335	quarterly postage meter rental	59.97	
Total Pitney Bowes				59.97
<b>SCG Builders</b>				
	CH-14-0001 bond ref	Bond refund on temporary cert of occupancy for permit CH-14-0001	1,500.00	
Total SCG Builders				1,500.00
<b>The Outpost</b>				
	08/01 to 08/15/15	police fuel 08/01 to 08/15/15	823.08	
Total The Outpost				823.08
<b>Trotter and Associates escrow</b>				
	11388	Campton Prairie review (reimbursable thru escrow)	8,847.50	
	11389	Norton Lake review (reimbursable thru escrow)	4,992.00	
Total Trotter and Associates escrow				13,839.50
<b>Verhaeghe Lawn Maintenance Inc</b>				
	7347	contract mowing - 08/4, 11, 18, 25	100.00	
Total Verhaeghe Lawn Maintenance Inc				100.00
<b>Wasco Sanitary District</b>				
	88932	water - admin portion (06/10-08/10)	68.43	
	88932	water - police portion (06/10-08/10)	29.32	
Total Wasco Sanitary District				97.75
<b>Water Services Co</b>				
	23566	Test & certify RPZ (water test)	225.00	
Total Water Services Co				225.00
<b>Wine Sergi &amp; Co. LLC</b>				
	69993	Bond - Fire/Police Commission (Connor)	75.00	
	70045	Bond - Finance Trustee (George)	104.00	
Total Wine Sergi & Co. LLC				179.00
<b>Payroll August 28, 2015</b>				
	Administration		5,859.62	
	Elected Officials		2,958.34	
	Building & Zoning		2,329.25	
	Employer taxes, retirement contributions, etc.		11,008.80	
	Police - full-time		15,812.22	
	Police - part-time		8,465.63	
Total Payroll August 28, 2015			46,433.86	
<b>TOTAL GENERAL FUND</b>				<b>79,217.19</b>

Num	Memo	Amount	Amount
<b>MOTOR FUEL TAX FUND</b>			
Campton Township Highway District			
VCH 150817	08/04, 08/05 mowing/brooming Plato roads	1,470.00	
VCH 150813	08/13/15 pick up/disposal of dead animal	56.00	
VCH 150805	replace culvert at 38W796 McDonald Road	3,350.00	
VCH 150803	replace culvert at 8N205 Phar Lap	1,300.00	
VCH 150814	hotpatch Crawford Road pot holes	440.00	
Total Campton Township Highway District			6,616.00
<b>TOTAL MOTOR FUEL TAX FUND</b>			<b>6,616.00</b>
<b>ROAD AND BRIDGE FUND</b>			
Campton Township Highway District			
08/19/15 distrib	08/19/15 distribution	10,882.31	
Total Campton Township Highway District			10,882.31
<b>TOTAL ROAD AND BRIDGE FUND</b>			<b>10,882.31</b>
<b>TOTAL WARRANT</b>			<b>96,715.50</b>


\_\_\_\_\_  
Village President

\_\_\_\_\_  
Date

I CERTIFY THAT WARRANT #16-08 AS LISTED AND APPROVED BY THE VILLAGE PRESIDENT WERE DULY AUTHORIZED FOR PAYMENT BY THE BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS.

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

 Indicates prepaid expense

**MINUTES FOR THE REGULAR MEETING  
OF THE CORPORATE AUTHORITIES OF THE  
VILLAGE OF CAMPTON HILLS  
AUGUST 18, 2015 7:00 P.M.**

**THE CAMPTON TOWNSHIP COMMUNITY CENTER  
5N082 OLD LAFOX ROAD  
CAMPTON HILLS, ILLINOIS**

**1. Call to Order**

**2. Roll Call**

Administrator Johnsen, acting as recording secretary, called the roll:

Present: President Blecker, Trustee Andersen, Trustee George, Trustee McKelvie, Trustee Millette, Trustee O'Dwyer, Trustee Tyrrell

Also present: Clerk Girka (arrived at 7:09pm), Administrator Johnsen, Treasurer Long, Building and Zoning Officer Ranieri

**3. Pledge of Allegiance**

President Blecker led the Board and audience in the Pledge of Allegiance.

**4. Public Comments**

Wayne Kinzler commented about a code enforcement complaint at 5N970 Dominion Drive and provided the Village Board with documentation on the issue.

**5. Consent Agenda [By a single unanimous vote, called an omnibus vote, the Board may approve a number of unrelated items. There may be no discussion, but any Trustee may remove any one or more items from the Consent Agenda, whereupon that item goes on the agenda below.]**

- a. **Motion to approve payment of bills per Warrant List #16-07**
- b. **Motion to approve the minutes of the August 6, 2015 Regular Meeting**
- c. **Motion to accept the resignation of Stephany Impson as the Administrative Adjudication Hearing Officer.**
- d. **Motion to accept the resignation of Stephany Impson from the Plan Commission**

**Motion to approve the Consent Agenda as presented made by Trustee Tyrrell; seconded by Trustee McKelvie.**

Roll Call Vote:

6-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer, Tyrrell

0-Nays

Motion carried.

**6. Treasurer's Report Ending July 31, 2015**

- Treasurer Long summarized the Treasurer's Report.
- President Blecker commented that litigation expenses are tracking to be over budget and noted that the Village Attorney is not present as a cost savings measure.

**7. July 2015 Police Department Report- Written Report Only**

- In Chief Hoffman's absence, Administrator Johnsen informed the Village Board about the Senior Citizen Police Academy.
- The Village Board discussed the need to provide scam information to residents through E-Alerts and the website.

Treasurer Long left the meeting at 7:20 p.m.

**8. Motion to approve the Re-Zoning of the Property Commonly Known as 41W933 Beith Road, Campton Hills, Illinois from E-2 Estate Residential District to F-Farming District made by Trustee Tyrrell; seconded by Trustee McKelvie**

Discussion ensued:

- Planning Commission Chairperson Sheluga was asked what the vote was at the Zoning Board Meeting.
  - Chairperson Sheluga advised that the vote was 4-0 in favor of the rezoning and special use.
- Trustee Millette thanked everyone involved for their hard work on this project.
- Trustee Andersen asked about restrictions on carnival use and horse shows.
  - Administrator Johnsen advised this would fall under the special use and there is no definition of carnival use in the current Zoning Code.
- President Blecker reminded the Village Board that only the map amendment was being discussed at this time. Trustee Andersen stated that the restrictions on the special use would affect her vote on re-zoning.

Roll Call Vote:

5-Ayes: Trustees George, McKelvie, Millette, O'Dwyer, Tyrrell

1-Nay: Trustee Andersen

Motion Carried.

**9. Discussion and Consideration of a Special Use Ordinance to Allow a Public Stable at 41W933 Beith Road, Campton Hills, Illinois**

Discussion Ensued:

- Administrator Johnsen reviewed the memorandum included in the Village Board packet which detailed the recommendation of the Plan Commission as well as additional conditions for the Village Board's consideration.
- President Blecker expressed concern about security at the property for the protection of property and the animals.
- Concerns about the manure pile placement was discussed.
- Building and Zoning Officer Ranieri stated that the existing use of the property is not changing. The only difference is the owner wanting to build an indoor horse arena.
- Trustee Tyrrell asked Mr. Phillips about his intended use, and if he planned to board animals on a more public nature?
  - Mr. Phillips stated that boarding on a public nature was not their intended use and that it is not going to be a business. They plan to use it privately for friends and family.
- Trustee McKelvie stated that the Board needs to be careful not to be too onerous on this resident or any resident. It is on the owner to provide for the security and wellbeing of their property and care of animals.



- Trustee George asked if there a need to call this a public stable?
  - Administrator Johnsen provided clarity stating that the public stable is the only stable that can be considered a principle use.
- The Board inquired about the existing restrictions on the boarding stable.
  - Mr. Phillips advised the pasture is 7 acres and the minimum is 1 acre per horse.
  - Administrator Johnsen elaborated that the boarding stable special use language was created specifically for this property and that the language presented for the public stable mirrored the language for the boarding stable.
- Administrator Johnsen added that, as a public stable, it is important to state in the special use ordinance specifically what restrictions will be placed on this specific property.
- Christine Brauer of the Plan Commission provided comment:
  - The need of zoning this property public was not the fault of the Phillips family, it was necessary due to the existing zoning rules.
  - Suggested the first four special use provisions are more than adequate for this situation.
  - Special use runs with the owner and not the land.
- Discussion ensued about which special use restrictions are agreeable and objectionable to both the Board and the owner, Mr. Phillips.
- Emphasis was placed by the Board to provide contact information for emergencies.

**Motion to approve a Special Use Ordinance to Allow a Public Stable at 41W933 Beith Road, Campton Hills, Illinois including items 1-6 below made by Trustee George; seconded by Millette.**

1. **The Special Use shall not run with the land but be limited to the present owners.**
2. **Parked horse trailers shall be screened from view from Beith Road with the adequacy of such screening to be reasonably determined by the Building and Zoning Officer**
3. **The number of horses on the property at one time shall not exceed one horse per acre of undeveloped land dedicated for the pasture of horses.**
4. **The property be a minimum of (7) acres.**
5. **An indoor riding arena of no more than 15,000 square feet be permitted as an accessory use to the public stable for the purpose of serving the public stable.**
  - a. **No other accessory uses shall be permitted on the property without amending the special use ordinance for the property.**
  - b. **That a caretaker, authorized by the property owner, be registered with the Village.**

Roll Call Vote:

6-Ayes: Trustees: Andersen, George, McKelvie, Millette, O'Dwyer, Tyrrell

0-Nays

Motion carried.

## **10. Discussion of the fee schedule for filing zoning petitions**

Discussion ensued:

- Administrator Johnsen summarized the memorandum in the Village Board packet and spoke about the Phillips request to have an agricultural fee of \$400 plus legal fees. She stated that this fee was derived from the County's agricultural exemption fee structure.
  - She stated that the Village Code states that the Village Board has determined that the development costs should be borne by the person filing the development petition rather than the taxpayers of the village.
- Discussion ensued about precedence and the cost of filing such petitions.
- The Village Board reached a consensus to leave fees as they are and deny Mr. Phillips request to amend the zoning fees.

## **11. CLOSED SESSION:**

The Board did not meet in closed session.

## **12. Additional Items from the Village President, Trustees, Village Administrator, Village Attorney, Staff or Citizens**

- Trustee George requested that the Water Resources Committee be on the next agenda.
- Trustee George requested that new Board Members attend a Dark Skies tour.
- Trustee O'Dwyer asked if permits needed to be pulled for new bike paths in Fox Mill.
  - Administrator Johnsen said the matter was being looked into, and that the process was underway to pull the appropriate permits.
- Trustee O'Dwyer asked the Board members what their positions are on future development in the Village.
  - Administrator Johnsen stated that this conversation will be part of the Zoning and Subdivision Ordinance re-write.
- President Blecker requested that all new Board members sign up for the New Board Orientation being provided by Metro West.
- President Blecker added to please respect staff time and try not to burden them with requests. He also stated that all information is readily available to Board members at Village Hall and they have access to all of it but that information should not be freely given out. Public members wanting such information should file a proper FOIA request to properly log how information is flowing in and out of the Village.
- Trustee Millette asked if we have the means to pursue code enforcement and discussion ensued about code enforcement staff and limitations.
- Administrator Johnsen added that Village Code project should be completed sooner and with less attorney review than anticipated.

**13. Adjournment**

**Motion to adjourn meeting at 9:04 pm made by Trustee Tyrrell; seconded by Trustee Andersen.**

Voice Vote:

6-Ayes

0-Nays

Motion carried

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Harry Blecker, Village President

\_\_\_\_\_  
Nicholas Girka, Village Clerk

**Village of Campton Hills  
Memorandum**

To: Village President and Boards of Trustees  
From: Jennifer Johnsen, Village Administrator  
Subject: Purchasing Procedures  
Date: August 25, 2015



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At a December 16, 2014 special meeting, the Village Board presented two ordinances amending the spending limits of Village officials. The purpose of the ordinance is to clarify and consolidate the language in the existing Village Code. At the meeting, I requested that additional research be completed regarding preauthorized spending authority and emergency spending prior to amending the existing code. A draft ordinance was then presented to the Village Board at the January 6, 2015 meeting for discussion. Based upon this discussion and direction from the Village Board, the ordinance was further amended. Due to a series of meeting cancellations, the item was never placed back on the agenda for the Village Board's consideration.

Attached, please find a draft ordinance amending the Village's purchasing procedures. In an effort to assist the Village Board, below please find an analysis of the existing code establishing purchasing procedures and my recommended changes.

**Existing Ordinances**

The Village Code currently contains the following sections which address purchasing procedures and authority. I have summarized the content of each section below and attached the sections for your reference. Please note, Section 1-9-4 was amended by O-13-16 and O-14-21 and these amendments have not yet been codified. As such, both ordinances are attached for your reference.

**1-5-3 UNANTICIPATED EXPENDITURES AND DISPOSAL OF PROPERTY NO LONGER REQUIRED FOR VILLAGE PURPOSES**

This section states that the Village President has the authority to spend up to \$5,000 without prior Village Board approval (preauthorized expenditure).

**1-9-4 WARRANTS AND CHECKS**

Section B-1 of this section states that the Village President has the authority to direct the issuance of checks up to \$5,000. Section B-2 states that all other checks not issued under the Village President's \$5,000 spending authority shall require two signatures.

## 1-17-6 PURCHASING PROCEDURES AND BIDDING

This section states the following:

1. For services not requiring bids, expenditures in excess of \$10,000 (other than regular consultant fees) must be approved by the Village Board.
2. Public works projects of \$15,000 or more must be bid or waived by the Village Board by a two-thirds vote.
3. Article and commodity purchases over \$10,000 must be approved by the Village Board.
4. The procedure for bidding and soliciting bids.
5. Exemptions to purchasing procedures for emergency purposes.

## 1-17-9 LIMITATION ON PURCHASING OR INCURRING FINANCIAL OBLIGATIONS ON BEHALF OF THE VILLAGE:

This section states that no Village officer or employee, is authorized to make purchases for the Village or to incur other obligations, including contacting professionals serving the Village, except for the Village President as defined in the code, Committee Chairs, and Department Heads. The section also gives other Village officials the authority to contact professionals.

### **Limitations on Existing Code Sections and Recommendations**

In reviewing the existing code regarding purchasing procedures, I provide you with the following information and recommendations:

1. All sections pertaining to the spending authority of Village officials should be located in Section 1-17-6 (Purchasing Procedures and Bidding) of the Village Code for ease of use and reference.
2. Section 1-5-3 does not place proper restrictions on the preauthorized expenditure of funds. As emergency spending is already authorized in 1-17-6, preauthorized spending should be restricted to expenditures that have been itemized within the current budget and should require approval of the appropriate Village official charged with overseeing that portion of the budget.
3. As long as preauthorized spending authority limits have been defined in Section 1-17-6, Section 1-9-4B-1 is not necessary. If the Village President has been given the authority to make preauthorized expenditures without Village Board approval, then the Village President has been given the authority to issue a check for these expenditures.
4. Section 1-9-4B-2 should be amended to state that all checks excluding payroll and petty cash shall require two signatures. Even though certain Village officials have been given the authority to make preauthorized expenditures, the payment of these expenditures should still require two signatures. The two signature requirement is related to checks and balances not to purchasing authority.
5. Section 1-9B-4B-2 should include restrictions on reimbursing oneself through the signing of checks to ensure that a signatory is not approving their own reimbursement.
6. Section 1-17-6 allows for carte blanche spending authority for regular consultant fees without defining what a regular consultant is. This should be stricken completely as even legal or engineering projects should be subject to the spending limits.

7. Section 1-17-6 does not include a provision for preauthorized expenditures in excess of \$5,000 but less than \$10,000. I am recommending that these purchases be made only with the collective approval of the Village President and Village Administrator.
8. Section 1-17-6 does not mirror State Statute regarding the competitive bidding limit for public works projects. I am recommending that the competitive bid limit be increased to \$20,000 in order to allow the Village to function more efficiently.
9. Section 1-17-6 also does not mirror State Statute with regards to bidding procedures for public works projects. As such, I am recommending that this section be amended to reference 65 ILCS 5/8-9-1.
10. Section 1-17-6 should restrict the use of petty cash and debit/credit cards. It should also include restrictions on reimbursing oneself through petty cash.
11. Section 1-17-9 allows the Village Clerk, Deputy Village Clerk and Administrative Assistant to incur costs by contacting Village professionals. These purchases should not be permitted without the approval of the Village official overseeing that portion of the Village. Also, as long as the spending authority of the remaining Village officials has been defined in 1-17-6, the authority of the Village official to contact professionals does not need to be granted in Section 1-17-9. As such, I am recommending that this section be deleted and that restrictions on spending by non-authorized officials be moved to Section 1-17-6.

**Recommendation on Preauthorized Expenditure Limits**

Management Intern Isom and I previously researched the spending limits in neighboring communities and have found that the following limits are comparable to these communities. Moreover, these limits very closely resemble the limits I have worked within during my time as Village Administrator for the Village of Berkeley.

Village President:	\$5,000.00
Village Administrator:	\$5,000.00
Department Head:	\$2,500.00
Committee Chair:	\$1,000.00

**Action Requested:** Discussion and consideration of the attached ordinance amending the Village Code regarding purchasing procedures.

**Attachments:** Ordinance Amending the Village Code Regarding Purchasing Procedures  
Existing Code Sections – 1-5-3, 1-9-4, 1-17-6, and 1-17-9  
Ordinances O-13-16 and O-14-21

**AN ORDINANCE  
AMENDING THE VILLAGE CODE  
REGARDING PURCHASING PROCEDURES**

**WHEREAS**, the President and Board of Trustees (the “*Corporate Authorities*”) of the Village of Campton Hills, Kane County, Illinois (the “*Village*”) desire to amend the purchasing procedures of the Village.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Campton Hills, Kane County, Illinois, as follows:

*Section 1.* That Section 1-5-3 of the Village Code entitled “Unanticipated Expenditures and Disposal of Property No Longer Required for Village Purposes” is hereby deleted in its entirety and restated as follows:

**“1-5-3 DISPOSAL OF PROPERTY NO LONGER REQUIRED FOR VILLAGE PURPOSES**

The disposal of village property must comply with the requirements of state law and the following procedures:

- A. Property Valued at \$500.00 or Less. The Village President has authority to dispose of village property having an estimated fair market value of \$500.00 or less where such property is no longer required for Village purposes. Disposal may be by sale, donation to another public body or to a charitable, not-for-profit organization, or discarding such property as substantially worthless. Any disposal of village property having a value in excess of \$100.00 shall be reported to the Corporate Authorities within thirty (30) days at a Village Board Meeting.
  
- B. Property Valued in Excess of \$500.00. Any village property having an estimated fair market value in excess of \$500.00 may only be disposed of by approval of the Corporate Authorities. Disposal must be by sale unless otherwise expressly authorized by the Corporate Authorities;

*Section 2.* That Section 1-9-4-B of the Village Code entitled “Checks” is hereby deleted in its entirety and restated as follows:

“B. CHECKS:

All checks, excluding payroll and petty cash, shall require the signature of any two of the following: Village President, Village Administrator, unless the Village Administrator is then the acting Treasurer, and one of the Finance Trustees elected pursuant to Code Section 1-6-7A, provided, however, that no such Village Official shall be an authorized signatory on any account who is an employee or member of the board of directors of the bank on which the check is drawn and no Village Official shall be an authorized signatory on any check reimbursing oneself.”

*Section 3.* That Section 1-17-6 of the Village Code entitled “Purchasing Procedures and Bidding” is hereby deleted in its entirety and restated as follows:

“1-17-6 PURCHASING PROCEDURES AND BIDDING:

A. PREAUTHORIZED EXPENDITURES:

1. The Village President, Village Administrator, Department Heads, and Committee Chairs are authorized to make or approve the expenditure of Village funds on behalf of the Village without prior approval of the Village Board, not to exceed the authorized amounts set forth below. This authority is limited to expenditures which have been itemized within the current budget adopted by the Corporate Authorities and have been approved by the Village Official responsible for overseeing that portion of the budget.

Village President:	Five Thousand Dollars (\$5,000.00)
Village Administrator:	Five Thousand Dollars (\$5,000.00)
Department Head:	Two Thousand Five Hundred Dollars (\$2,500.00)
Committee Chair:	One Thousand Dollars (\$1,000.00)

2. Further, the Village President and Village Administrator, collectively, are authorized to make or approve the expenditure of Village funds on behalf of the Village in an amount not to exceed nine thousand nine hundred ninety nine dollars and ninety nine cents (\$9,999.99). This authority is limited to expenditures which have been itemized within the current budget adopted by the Corporate Authorities and have been approved by the Village Official responsible for overseeing that portion of the budget.
3. Any expenditure that does not fall within an expenditure that is authorized by paragraph 1 and 2 above shall require the approval of the Corporate Authorities.



4. No Village officer or employee, except as expressly provided for in this Code, is authorized to make purchases for the Village or to incur other obligations, including contacting professionals serving the Village.
5. The above prohibitions shall not apply in the case of a bone fide emergency.
6. If the Village receives an invoice by reason of a violation of this Section, the Village officer or employee whose action resulted in such invoice shall be responsible for reimbursing the Village for the amount thereof.
7. The disbursement of petty cash and use of Village credit and debit cards shall be restricted to those Village Officials authorized as check signatories pursuant to Code Section 1-9-4. No Village Official shall be authorized to reimburse oneself through the use of petty cash funds.

**B. BIDS REQUIRED; BIDDING PROCEDURES:**

1. Except in the case of emergency, all public works contracts must follow the requirements of 65 ILCS 5/8-9-1.
2. No purchase of any article or commodity expected to cost more than ten thousand dollars (\$10,000.00) shall be made, incurred or committed to unless bids or quotations are solicited from two (2) or more vendors of such article or commodity, except in case of emergency or with specific approval of the Board of Trustees and except for personal property, supplies and services purchased through the Department of Central Management Services of the State of Illinois pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.).”

*Section 4.* That Section 1-17-9 of the Village Code entitled “Limitations on Purchasing or Incurring Financial Obligations on Behalf of the Village” is hereby deleted in its entirety.

*Section 5.* All ordinances, resolutions, motions or parts thereof in conflict herewith are hereby repealed.

*Section 6.* This Ordinance shall be in full force and effect upon its passage and approval and publication as provided by law. This ordinance shall be published in pamphlet form.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015 pursuant to a roll call vote as follows:

	<b>AYES</b>	<b>NAYES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Trustee Laura B. Andersen	_____	_____	_____	_____
Trustee Susan P. George	_____	_____	_____	_____
Trustee James McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Mike O'Dwyer	_____	_____	_____	_____
Trustee Michael Tyrrell	_____	_____	_____	_____
President Harry Blecker	_____	_____	_____	_____

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Harry Blecker, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Nicholas Girka, Village Clerk

## CHAPTER 5 VILLAGE PRESIDENT

### 1-5-1 BOND; OATH; COMPENSATION:

Before entering upon the duties of his office, the President shall give a bond with sureties to be approved by the Board of Trustees, conditioned upon his or her faithful performance of his or her duties, in the sum of three thousand dollars (\$3,000.00); He shall take the oath of office as prescribed by statute and shall receive such compensation as may be set from time to time by the Board as provided by law.

### 1-5-2 POWERS AND DUTIES:

The Village President is the chief executive officer of the Village, with duties and rights and powers prescribed by laws of the state, by this Code, or by Robert's Rules of Order (when not in conflict with state law or this Code).

### \* 1-5-3 UNANTICIPATED EXPENDITURES AND DISPOSAL OF PROPERTY NO LONGER REQUIRED FOR VILLAGE PURPOSES:

The Village President has authority to spend up to five thousand dollars (\$5,000.00) without previous Board approval solely upon his or her authority. Such unanticipated expenditures must be vouched and ratified at the first Village Board meeting occurring more than ten (10) days following the expenditure.

The Village President has authority to dispose of village property having an estimated fair market value of \$500.00 or less where such property is no longer required for Village purposes. If such property has an estimated fair market value in excess of \$500.00, said disposal shall be by sale unless otherwise authorized by the Corporate Authorities; if such property has an estimated fair market value of less than \$500.00, disposal may be by sale, or by donation to another public body or to a charitable organization, or discarding such property as substantially worthless. Any disposal of property as provided in this section shall be pursuant to the provisions of the Illinois Municipal Code then in effect. Any such disposal of Village Property having a value in excess of \$100 shall be reported to the Corporate Authorities within thirty (30) days at a Village Board Meeting.

### 1-5-4 PRESIDENT PRO TEM; TEMPORARY CHAIR:

- A. President Pro Tem: If a temporary absence from the Village or disability of the President incapacitates him or her from the performance of his or her duties but does not create a vacancy in the office, the Board of Trustees shall elect one of its members to act as the President pro tem. The President pro tem, during the absence or disability of the President, shall perform the duties and possess all the rights and powers of the President. Nothing in this Section shall deprive the

## CHAPTER 9 VILLAGE TREASURER

### 1-9-1 OFFICE ESTABLISHED; APPOINTMENT; TERM:

There is established the office of Village Treasurer, an administrative office of the Village. The Village Treasurer shall be appointed by the President with the advice and consent of the Board of Trustees and shall hold office for a term of three (3) years and until a successor has been appointed and qualified.

### 1-9-2 BOND:

The Village Treasurer shall give a surety bond, before entering upon the duties of his office, in the sum required by the Board of Trustees, but such amount shall not be less than that required by state statute. This bond shall be conditioned upon the faithful performance of his duties as the Treasurer and shall be conditioned to indemnify the Village for any loss by reason of any neglect of duty or any improper act of the Treasurer.

### 1-9-3 POWERS AND DUTIES:

- A. Generally: The Village Treasurer shall perform such lawful powers and duties as may be prescribed for him by statute or ordinance or otherwise by the Corporate Authorities, as well as provided in this Chapter. He shall pay out money only on vouchers, bills or orders properly approved by the Village Board or approved by another Village official within the authority of such official.
- B. Custody Of Funds: The Village Treasurer shall deposit the Village funds in such depositories as may be selected by the Corporate Authorities from time to time as provided by law, and he shall keep the deposit of the Village funds separate and distinct from his own funds, and shall not make private or personal use of any Village funds.
- C. Monthly Reports: The Village Treasurer shall render an account under oath to the Board of Trustees on a monthly basis.

### \* 1-9-4 WARRANTS AND CHECKS:

- A. Warrants:
  - 1. Definition: "Warrants" are authorizations to the Village Treasurer to disburse Village funds.

2. Signatures Required; Contents: No funds shall be disbursed unless the Treasurer first receives a warrant signed by the Village President or President Pro-Tem and countersigned by the Village Clerk, or the Deputy Village Clerk, as having been approved by the Board of Trustees, excluding petty cash. Each warrant shall state the particular fund or appropriation to which the same is chargeable, and the person to whom payable.

B. Checks:

1. The Treasurer is authorized to issue checks up to one thousand dollars (\$1,000.00) with the Treasurer's signature only upon the direction of the President or Board.
2. Checks covering expenditures over one thousand dollars (\$1,000) will require the signatures of the Treasurer and any one of the following: Village President or Chairperson of the Finance Committee.
3. The Village President has authority to direct the issuance of checks up to five thousand dollars (\$5,000) for purchases and/or cash.

**1-9-5 COMPENSATION:**

The Village Treasurer shall receive such compensation as may be fixed by the President and Board of Trustees.

The undersigned, having filed or expecting to file, a development petition with the Village of Campton Hills, certify that I have received a copy of Village of Campton Hills Code Section 1-17-5 have read and understand the same and agree to make the deposits as provided in said Code Section, including the initial deposit of \$\_\_\_\_\_.

Dated: \_\_\_\_\_

Petitioner: \_\_\_\_\_

**\*1-17-6 PURCHASING PROCEDURES AND BIDDING:**

A. Services Not Requiring Bids: All expenditures or commitments of expenditures (other than regular Village consultant's fees) in excess of ten thousand dollars (\$10,000.00) shall be approved by the Corporate Authorities except as provided in subsection B of this Section 1-17-6.

B. Bids Required; Procedures:

1. Bids Required:

a) No public work expected to cost more than fifteen thousand dollars (\$15,000.00) shall be made, incurred or committed to unless bids are solicited, except in case of emergency or with specific approval of the Board of Trustees except that any such contract may be entered into by the proper officers without advertising for bids, if authorized by a vote of two-thirds of all the trustees then holding office.

b) No purchase of any article or commodity expected to cost more than ten thousand dollars (\$10,000.00) shall be made, incurred or committed to unless bids or quotations are solicited, except in case of emergency or with specific approval of the Board of Trustees and except for personal property, supplies and services purchased through the Department of Central Management Services of the State of Illinois pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/0.01 et seq.).

2. Soliciting Bids: Unless bids have been sought from two (2) or more vendors of such article or commodity, or provider of such public works, bids or quotations will be solicited in a newspaper of general circulation in the Village of Campton Hills.

3. Bidding Specifications: Specifications for such bids or quotations shall be available to all prospective bidders, and at least ten (10) days shall elapse between the time of soliciting or advertising for bids or quotations and the

time specified for submitting bids to the Village unless the Board of Trustees directs otherwise.

**1-17-7 FEE SCHEDULES FOR CERTAIN ACTIVITIES:**

**A. BUILDING AND RELATED ACTIVITIES:**

Fees shall be charged as hereinafter set forth herein, for review of building permit applications by the Building and Zoning Officer for compliance with the Village Zoning Ordinance, for the review of applications for permits and for the issuance of permits with such fees to be paid by the applicant at the time of filing of the application for such review with the Building and Zoning Officer except for the portion of the building permit fee determined after Plan Review is complete.

**New Construction**

**1. New Single Family Homes**

- \$1,200.00 Initial Deposit to be applied to the cost of Plan Review and then applied to the remaining permit costs determined when the Plan Review is completed based upon Village costs.

**2. New Commercial Buildings**

- \$2,000.00 Plan Review Deposit to be applied to the cost of Plan Review and then applied to the remaining permit costs determined when the Plan Review is completed based upon Village costs.

**Additions to Residence**

- \$200.00 Minimum Plan Review Fee/Deposit, plus remaining costs, determined when the Plan Review is complete based upon Village costs.

**Remodeling or Build-Out**

**1. Residential**

- \$200.00 Minimum Plan Review Fee/Deposit, plus remaining fee, determined when the Plan Review is complete based upon Village costs.

**2. Commercial**

- \$200.00 Minimum Plan Review Fee/Deposit, plus remaining fee, determined when the Plan Review is complete based upon Village costs.

**Access Permits**

**1. Driveway Access Permit Fee**

- \$1,250.00

**1-17-8 REIMBURSEMENT FOR FURNISHING COPIES OF TRAFFIC ACCIDENT REPORTS AND OTHER POLICE RELATED REPORTS:**

- A. The Village of Campton Hills shall receive a fee of \$5.00 for furnishing a copy of a Traffic Accident Report prepared by the Village or any other police agency.
- B. There shall be a fee of \$20.00 for an Accident Reconstruction Reports.
- C. Fingerprinting upon request of a resident of the Village of Campton Hills shall be performed without charge and there shall be a fee of \$25.00 for finger printing requested by a non-resident.

**\*1-17-9 LIMITATION ON PURCHASING OR INCURRING FINANCIAL OBLIGATIONS ON BEHALF OF THE VILLAGE:**

No Village officer or employee, other than the Village President within the limits provided for in this Code, is authorized to make purchases for the Village or to incur other obligations, including contacting professionals serving the Village, except as follows:

- A. The Chair of a Committee, Commission or Board relative to the work of such Committee, Commission or Board may contact professionals.
- B. The head of a department of the Village relative to the work or activities of such department may make purchases and may contact professionals.
- C. The Village Clerk, Deputy Village Clerk, the Village Administrative Assistant and the Village Treasurer relative to their responsibilities may contact professionals.

The above prohibitions shall not apply in the case of a bone fide emergency.

If the Village receives an invoice by reason of a violation of this Section, the Village officer or employee whose action resulted in such invoice shall be responsible for reimbursing the Village for the amount thereof.



VILLAGE OF CAMPTON HILLS  
AMENDMENT OF SECTION 1-9-4B  
OF THE VILLAGE OF CAMPTON HILLS CODE

Be it Ordained by the President and the Board of Trustees of the Village of Campton Hills, Kane County, Illinois, that:

SECTION 1: Section 1-9-4B of the Village Code, which now provides as follows:

B. Checks:

1. The Treasurer is authorized to issue checks up to one thousand dollars (\$1,000) with the Treasurer's signature only upon the direction of the President or Board.
2. Checks covering expenditures over one thousand dollars (\$1,000) will require the signatures of the Treasurer and any one of the following: Village President or Chairperson of the Finance Committee.
3. The Village President has authority to direct the issuance of checks up to five thousand dollars (\$5,000) for purchases and/or cash.

is hereby amended to provide as follows:

B. Checks:

\*

1. The Village President has authority to direct the issuance of checks up to five thousand dollars (\$5,000) for purchases and/or cash without Board approval. These amounts will be listed on the next available Warrant for Board ratification.
2. All other checks covering expenditures shall require the signatures of any two of the following after approval by the Village Board: Village President, President Pro-tem and Chairperson of the Finance Committee.

Passed this 16th day of July, 2013 by roll call vote.

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura B. Andersen	X			
Trustee Susan George	X			
Trustee Jim W. Kopec	X			
Trustee Albert L. Lenkaitis	X			
Trustee Mike D. Millette	X			
Trustee Harry Blecker	X			
President Patsy J. Smith				

APPROVED THIS 18th DAY OF JULY, 2013.

*Patsy J. Smith*  
Patsy J. Smith, Village President

(SEAL)  
ATTEST:

*Carolyn Higgins by Adriette Paul*  
Carolyn Higgins, Village Clerk  
Deputy Clerk

**VILLAGE OF CAMPTON HILLS  
AMENDMENT OF SECTIONS 1-9-4A-2 and 1-9-4B-2  
OF THE VILLAGE OF CAMPTON HILLS CODE AND  
ADDING SECTION 1-6-7A**

Be it Ordained by the President and the Board of Trustees of the Village of Campton Hills, Kane County, Illinois, that:

**SECTION 1:** Section 1-6-7 of the Village Code ("Additional Board Assignments"), is hereby amended to add a new Subsection A, as follows:

- "A. Finance Trustees The Corporate Authorities, at the first regular meeting of the Corporate Authorities occurring after the effective date of the Ordinance adopting this Section 1-6-7A on which the matter is on the agenda, shall elect two members of the Board of Trustees, as "Finance Trustees" for the purpose of signing the warrants and checks, one of whom shall serve until the first regular meeting of the Corporate Authorities in March, 2015 and the other of whom, whose term of office as trustee shall not expire until the election of April 2017, shall serve until the first regular meeting in March, 2016. Thereafter, at the first regular meeting in March of each year, the Corporate Authorities shall elect one member of the Corporate Authorities whose term of office as a trustee shall not expire until on or after the election of April of the year following the year of such election as Finance Trustee, to serve until the first regular meeting in March next following the year of such election as Finance Trustee.

For the purposes of this Section 1-6-7A, the term "regular meeting" shall include a special meeting which is called on the date of a regularly scheduled meeting of the Corporate Authorities.

**SECTION 2:** Section 1-9-4A-2 of the Village Code, relating to check signing, which now provides as follows:

- "2. Signatures Required; Contents: No funds shall be disbursed unless the Treasurer first receives a warrant signed by the Village President or President Pro Tem and countersigned by the Village Clerk, or the Deputy Village Clerk, as having been approved by the Board of Trustees, excluding petty cash. Each

warrant shall state the particular fund or appropriation to which the same is chargeable, and the person to whom payable."

is hereby amended to provide:

"2. Signatures Required; Contents: No funds shall be disbursed unless the Treasurer first receives a warrant signed by the Village President or one of the Finance Trustees elected pursuant to Code Section 1-6-7A and countersigned by the Village Clerk, or the Deputy Village Clerk, unless there is a vacancy in both, as having been approved by the Board of Trustees, excluding petty cash and payroll. Each warrant shall state the particular fund or appropriation to which the same is chargeable, and the person to whom payable."

**SECTION 3:** Section 1-9-4B-2 of the Village Code, relating to check signing, which now provides as follows:

"2. All other checks covering expenditures shall require the signatures of any two of the following: Village President, President Pro-tem and Chairperson of the Finance Committee, provided, however, that no such Village Official shall be an authorized signatory on any account who is an employee or a member of the board of directors for that bank."

is hereby amended to provide as follows:

"2. All other checks, after approval of the Warrant by the Village Board, shall require the signature any two of the following: the Village President, the Village Administrator, unless the Village Administrator is then the acting Treasurer, and one of the Finance Trustees elected pursuant to Code Section 1-6-7A, provided, however, that no such Village Official shall be an authorized signatory on any account who is an employee or a member of the board of directors of the bank on which the check is drawn."

**SECTION 4:** Any motion, order, resolution or ordinance in conflict with the provisions of this Ordinance is, to the extent of such conflict, hereby superseded and waived.

**SECTION 5.** This Ordinance shall take full force and effect upon its passage, approval and publication as provided by law. This Ordinance shall be published in pamphlet form.

Readopted over President's veto this 18<sup>th</sup> day of November, 2014 pursuant to a roll call vote as follows:

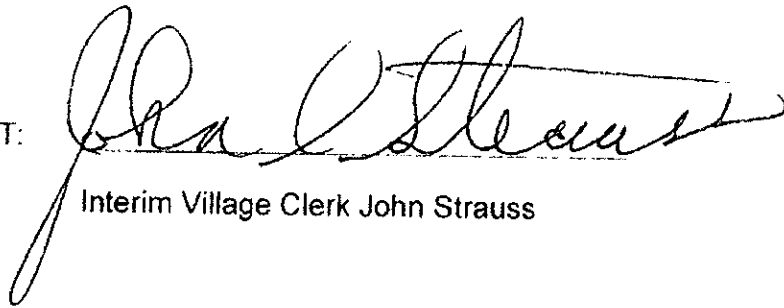
	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura B. Andersen	X			
Trustee Susan George	X			
Trustee Jim W. Kopec		X		
Trustee Albert L. Lenkaitis	X			
Trustee Mike D. Millette	X			
Trustee Harry Blecker	X			
President Patsy J. Smith				

**VETOED**

Patsy J. Smith, Village President

(SEAL)

ATTEST:



Interim Village Clerk John Strauss

**Village of Campton Hills  
Memorandum**

To: Village President and Board of Trustees  
 From: Jennifer Johnsen, Village Administrator  
 Subject: Agenda Ordinance  
 Date: August 26, 2015




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At a December 2, 2015 special meeting, the Village Board presented an ordinance which would amend the Village Code regarding the creation of Village Board meeting agendas. Specifically, the ordinance sought to develop a process whereby Village Trustees and the Village Administrator could place items on the agenda.

This ordinance was then tabled on December 2, 2015 and December 16, 2015 and considered on January 6, 2015. In a vote of 3-2, the motion to approve the ordinance failed. Due to the reasons described below, I am requesting that the Village Board consider amending the Code regarding the preparation of agendas. The ordinance presented before you today has been revised to eliminate previously included recitals which are not necessary to amend the existing Village Code.

**Existing Village Code**

The Village Code contains the following two references regarding the preparation of agendas.

**Section 1-6-4C**

*Agenda: The agenda shall be prepared by the President or pursuant to the President's direction.*

**Section 1-6-2B**

*B. Special Meetings: Special meetings may be called by the Village President or any three (3) Trustees. Public notice of any special meeting, except a meeting held in the event of a bona fide emergency, shall be given at least forty eight (48) hours before such meeting, which notice shall also include the agenda for the special meeting. Notice shall be given to the President and the Trustees and otherwise as then required by statute.*

As such, per Section 1-6-4C, neither the Village Trustees nor the Village Administrator are able to add items to a regular meeting or special meeting agenda called by the Village President. Per Section 1-6-2B, the Village Trustees can call a special meeting for items which they would like to be considered. However, this process is extremely burdensome and results in additional meetings for the Village President, Board, Clerk, staff, and, in most cases, the Village Attorney. As the Village Board collectively establishes the direction of the Village, the Village Board should have the capability to add items to the agenda which they feel would further the vision of the Village.

What is equally concerning is that the Village Administrator can never add an item to a regular or special meeting agenda. Due to routine business that needs to be completed, the Village Administrator should have this right in order to facilitate the progress and business of the Village. Moreover, the Code conflicts with current practice as the Village Administrator has been charged with the preparation of the agenda and the “development and recommendation of public polices” is included as a key task in the job description of the Village Administrator.

It appears that the primary reason that the Village Administrator was not included in the Village Code regarding the preparation of agendas was that the Village did not have a Village Administrator at the time the Code was adopted. Further, although the Village Code was amended to create the Village Administrator position, the Code was never modified to incorporate the Village Administrator into relevant sections of the Code. As such, there are several areas of the Village Code that require further revision to incorporate the role of the Village Administrator.

**Proposed Ordinance**

Due to these aforementioned concerns, I am recommending that the Village Board consider the attached ordinance. Below, please find a summary of the provisions contained within this ordinance:

- The Village President, Village Administrator, or any two Trustees, collectively, are authorized to have items placed on the agenda.
- The deadline to submit an agenda item is 7 days prior to the meeting.
- The deadline for the Village Administrator to request clarification on an agenda item is 48 hours prior to the meeting.
- The Village Administrator’s role in the preparation of agendas can be replaced by an appointed Trustee if he/she is not fulfilling the assigned duties.

**Action Requested:** Discussion and consideration of an Ordinance Amending the Village Code Regarding the Creation of the Agendas for Meetings of the Village Board and Committee of the Whole

**Attachment:** Ordinance Amending the Village Code Regarding the Creation of the Agendas for Meetings of the Village Board and Committee of the Whole

**AN ORDINANCE AMENDING THE VILLAGE OF CAMPTON HILLS  
VILLAGE CODE REGARDING THE CREATION OF THE AGENDAS  
FOR MEETINGS OF THE VILLAGE BOARD AND COMMITTEE OF THE WHOLE**

**WHEREAS**, the President and Board of Trustees (the “Corporate Authorities”) of the Village of Campton Hills, Kane County, Illinois (the “Village”) desire to amend the Village Code regarding the creation of the agendas for meetings of the Village Board and Committee of the Whole.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1.** The recitals listed above are incorporated into this Ordinance as if fully set forth in this Section 1.

**SECTION 2.** Section 1-6-4C, entitled “Agenda,” of Chapter 6, entitled “Village Board of Trustees,” of Title 1, entitled “Administration,” of the Village Code of the Village of Campton Hills is hereby amended in its entirety as follows:

C. ~~Agendas: The agenda shall be prepared by the President or pursuant to the President’s direction.~~

**1. Regular Meetings of the Village Board and Committee of the Whole. The agendas for any regular meeting of the Village Board or Committee of the Whole shall be prepared as follows:**

- a. **The Village President, Village Administrator, or any two Trustees, collectively, are authorized to have items placed on the agenda. All agenda items must be submitted to the Village Administrator in writing, and may be sent electronically including e-mail, fax, or other means. Any written submittal made to the Village Administrator at least seven (7) business days prior to the date of the meeting shall be honored and placed on the agenda. If a question regarding the proposed agenda item exists, the Village Administrator will contact the requesting party or parties not less than forty-eight (48) hours before the meeting to clarify the submittal. If the Trustees or Village President, as the case may be, cannot be reached, the item will be placed on the agenda in the form proposed.**

b. In the event that the Administrator does not honor a submission by the Trustees or the Village President, as the case may be, and a written objection is made by the Trustees or Village President whose submittal was not honored, the corporate authorities may, by a motion and a majority vote of the corporate authorities, appoint a sitting Trustee to take over the duties of creating the agenda for all regular Board meetings and Committee of the Whole meetings. If a sitting Trustee is appointed to create and post the agenda, that sitting Trustee must also comply with the above provisions and such authority shall continue to reside with an appointed Trustee until and unless a motion is passed by the majority of the corporate authorities restoring that authority to the Administrator.

2. Special Meetings of the Village Board and Committee of the Whole. The agendas for any special meeting of the Village Board or the Committee of the Whole shall be prepared by the official or officials calling the special meeting, in accordance with section 1-6-2B of this code.

**SECTION 4.** All Ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**SECTION 5.** This Ordinance shall be in full force and effect from after its passage, approval, and publication in the manner provided by law.

Passed this \_\_\_\_ day of \_\_\_\_\_, 2015 by roll call vote:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura B. Andersen	_____	_____	_____	_____
Trustee Susan P. George	_____	_____	_____	_____
Trustee James McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Mike O'Dwyer	_____	_____	_____	_____
Trustee Michael Tyrrell	_____	_____	_____	_____
President Harry Blecker	_____	_____	_____	_____

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015

---

Harry Blecker, Village President



(SEAL)

ATTEST:

\_\_\_\_\_  
Nicholas Girka, Village Clerk