

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

OCTOBER 3, 2017

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 7:05 p.m.

2. ROLL CALL – Clerk Quail called the Roll:

Present

Trustee Andersen

Trustee George

Trustee Millette (*arrived at 7:08 p.m.*)

Trustee O'Dwyer

Trustee Tyrrell

President Blecker

Absent

Trustee Girka

Also Present

Administrator Searl

Attorney Tappendorf

Zoning Officer Fitzgibbon

Clerk Quail

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

President Blecker invited all those present to participate in a moment of silence out of respect for the victims of the shooting in Las Vegas, NV.

4. PUBLIC COMMENTS

Patsy Smith, of 7N087 Homeward Glen Drive, shared her experience having attended the recent meeting of the Elgin City Council, noting the topic of Stony Creek. She expressed her views on the current Agenda Item 7a, with respect to background checks; and offered thoughts regarding the Board's usage of their legislative counsel as well as "advice and consent" powers.

5. PRESENTATION – FY 2017 Audit by Lauterbach & Amen

Don Shaw of the audit team provided an overview of the report, and took questions from the Board.

Trustee O'Dwyer ask if Mr. Shaw had any analysis of the Police Pension liabilities, and Mr. Shaw clarified that it is not the role of the audit team to provide analysis. Trustee O'Dwyer clarified that he wanted to know the Village's liability for their portion of the pension contribution, noting specifically page 42 of the audit. Mr. Shaw said that he would look into it.

After discussion of the Board's general disappointment that the Management Letter was distributed only prior to the present meeting, agreement was reached that any comments or questions from the Trustees could be sent through the Treasurer. Mr. Shaw was invited to proceed with his summary of the Management Letter, in which he noted recommendations for a Capital Investment Policy; the comingling of cash, and the implementation of a new accounting system to replace Quick Books – that latter of which triggers an "automatic" Management Letter. Trustee O'Dwyer asked if the size of the Village was taken into consideration; and Mr. Shaw answered affirmatively.

Mr. Shaw finally noted that, of the three recommendations made last year, two were addressed; and he noted that the SSA#1 has a deficit fund balance.

6. CONSENT AGENDA

a. MOTION TO APPROVE THE MINUTES OF THE SEPTEMBER 19, 2017, REGULAR MEETING

b. MOTION TO APPROVE PAYMENT OF BILLS PER WARRANT LIST #18-11

c. MOTION TO RE-APPOINT NORM TURNER TO THE COMMUNITY RELATIONS COMMITTEE FOR A TERM TO EXPIRE OCTOBER 3, 2020

d. MOTION TO RE-APPOINT DAVE PHILLIPS TO THE WATER RESOURCES COMMITTEE FOR A TERM TO EXPIRE OCTOBER 3, 2018

Roll Call Vote: [AYES: 4] [NAYES: 1] Motion **CARRIED**
Andersen George
O'Dwyer
Millette
Tyrrell

- c. **MOTION TO PAY THE OUTSTANDING BILLS TO MONTANA & WELCH (#10561 DATED AUG. 3, 2017, IN THE AMOUNT OF \$218.75; AND #10605 DATED SEPT. 14, 2017, IN THE AMOUNT OF \$393.75, made by Trustee Millette; and seconded by Trustee Andersen.**

Roll Voice Vote: [AYES: 4] [NAYES: 1] Motion **CARRIED**
Andersen George
O'Dwyer
Millette
Tyrrell

- d. **MOTION TO DIRECT THE VILLAGE ADMINISTRATOR TO SEND A LETTER OF NO OBJECTION TO KANE COUNTY NOTING THE CONDITIONS OUTLINED IN THE BOARD SUMMARY MEMO REGARDING BOARD REVIEW OF KANE COUNTY PETITION FROM GLORIA LINDSTROM, 1N765 BRUNDIGE ROAD, ELBURN, IL 60119 TO AMEND THE ZONING TO E1 DISTRICT – ESTATE, made by Trustee Tyrrell; and seconded by Trustee Millette.**

Trustee George inquired about conservation aspects around the pond, as well as naturalized vegetation. Trustee Tyrrell noted the existing parcel had a great deal of restoration. Zoning Officer Fitzgibbon explained that the plan for the drainage would be improved with the proposed grading. Discussion followed on the topics identified in the Background/Reasoning section of the Board Summary Memo.

Voice Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

- e. **MOTION TO DIRECT THE VILLAGE ADMINISTRATOR TO SEND A LETTER OF NO OBJECTION TO KANE COUNTY REGARDING THE KANE COUNTY PETITION FROM ANDREW FRASZ, 1N545 BRUNDIGE ROAD, ELBURN, IL 60119 TO EXTEND F ZONING WITH INTERIM SPECIAL USE FOR RESIDENTIAL SITE WORK FOR ADDITIONAL TWO YEARS, made by Trustee Tyrrell; and seconded by Trustee George.**

Trustee Tyrrell noted the Petitioner's position on the Kane County Board, and suggested that the Petitioner's plans are consistent with maintaining open space.

Voice Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

8. DISCUSSION ITEMS

a. *Legislative Counsel Usage Procedure*

Discussion followed regarding the three options presented in the Board Summary Memo, regarding the process for reporting usage and contact with the Legislative Counsel. Attorney Tappendorf expressed concern about Option 3 insofar as it could possibly be in violation of OMA.

Administrator Searl explained the difference between Options 1 and 2, noting that the memo was for discussion purposes only. He clarified that Option 1 proposed designating one Trustee as the liaison; whereas Option 2 would have the added requirement for that designee to communicate with the Board prior to initiating communication with the Legislative Attorney.

Discussion followed among Trustees Tyrrell and Andersen, and Attorney Tappendorf regarding the common practice followed in the past when Attorney Tappendorf's role was Legislative Attorney. Accordingly, they agreed that the Legislative Attorney had communications with one Trustee as a "point person," who in turn communicated individually with each Trustee over the phone.

Trustee George expressed concern about the responsible spending of public money and urged the board to maintain accountability.

Trustee Millette noted the importance of a spending cap; and indicated that he supported the accountability in Options 1 and 2.

The Board discussed any pending matters with the legislative attorney, and agreed there is nothing current which would cause any expenditures.

President Blecker asked the Board to forward any other comments or thoughts to Administrator Searl directly, and said that the discussion can be resumed at a future meeting.

b. Strategic Plan Goals Review

Administrator Searl explained that he made changes based on suggestions from the last meeting. He said that he would send an email noting what changed between the current spreadsheet and the one presented at the last meeting.

c. Appointment Process Committee (process for appointments)

Administrator Searl provided a summary of the Appointment Committee Process. He explained that, as part of his research on the topic, he attempted to get some framework from Addison, which was moderately helpful. The Draft document in the board packet explains that the process should not impinge the President's authority.

Discussion followed among the Board members present. Trustee O'Dwyer indicated his preference to see a candidate's resume or supporting background information in order to better ascertain if the candidate is a reasonable fit. He noted that it is not always easy to give advice in the presence of the candidate. President Blecker concurred, and noted the difficulty in getting suitable volunteers. The Board members present agreed generally that the current process seems to be working where the documents are distributed two weeks ahead of time, and then questions can be asked of the candidate at the open meeting. Also noted was the need for input from the particular committee Chair. President Blecker noted that Committees typically do invite candidates to their meetings.

Discussion continued among Trustees Tyrrell and George, and President Blecker regarding the difficulty in finding and retaining good candidates for volunteer positions. Trustee Tyrrell offered his opinion that the turnover is high because people don't have a deep understanding of what's required. Trustee George spoke from her personal experience working with volunteers, and recommended that candidates be asked what they are passionate about, so that the candidate can help shape their role accordingly. She also recommended that the form have additional information, or that the resume be included.

Trustee Andersen requested that two questions be added to the form: "Have you attended meetings?" and "How often will you be able to attend regularly scheduled meetings?"

d. Larsen Paving and Storm Water Permit

After a brief discussion regarding the status, Zoning Officer Fitzgibbon indicated that this matter can wait two weeks. Trustee Andersen inquired as to whether or not the added time would impede plans for Mr. Larsen's "seasonal work," and Mr. Larsen indicated that it was not related. The Board agreed to discuss the matter in the October 17th meeting.

e. Part-Time Benefits – Survey Results

Administrator Searl provided a brief summary of the survey results he compiled regarding part-time employee benefits. He said that his research indicated overall that many comparable municipalities offer some type of paid time off benefit for part-time employees; but that the administration of the benefit varies. He further urged the Board to consider offering some type of benefits because the Village relies upon part-time people; and that the Village needs to be competitive. He noted that paid time off is no additional cost that is not already budgeted.

Trustee O'Dwyer inquired if the Police Department was included in the study; and Administrator Searl said that the focus was non-police only.

Trustee Tyrrell recommended that additional time be allowed to review the report presented by Administrator Searl. He also requested some analysis on what the Village offered in the past and the cost associated.

The Board agreed that this item should appear on the next meeting agenda.

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

- President Blecker explained that he and Administrator Searl recently attended a Metro West monthly meeting in which state finances were discussed, and shared that municipalities could possibly lose as much as 10% in the coming year. The Board discussed the importance of prudent spending, in light of State cuts. Trustee O'Dwyer commended the Board for its consistent record of conservative spending.
- Trustee Tyrrell discussed several follow-up items, including his research on Quick Books Enterprise, noting that the cost would be less than \$4,000/year for six users; he inquired about the Campton Township Highway quotes on tree trimming, and Administrator Searl indicated that the information was provided to Scott Eveland; and Trustee Tyrrell offered to personally assist with the completion of the Flag project for the front of the Village Hall. Flag in front of Village Hall.

10. CLOSED SESSION – MOTION FOR THE BOARD TO GO INTO CLOSED SESSION AS PERMITTED BY THE OPEN MEETINGS ACT TO DISCUSS APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OR OFFICIALS, INCLUDING LEGAL COUNSEL [2(c)(1) & (3)]

Voice Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

The regular meeting resumed at 10:05 p.m. Clerk Quail called the Roll:

Present	Absent	Also Present
Trustee Andersen	Trustee Girka	Administrator Searl
Trustee George		Attorney Tappendorf
Trustee Millette		Clerk Quail
Trustee O'Dwyer		
Trustee Tyrrell		
President Blecker		

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

Voice Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

11. MOTION TO RENEW THE CONTRACT WITH KRUEGER AND ASSOCIATES, LTD FOR ACCOUNTING SERVICES TO THE VILLAGE, made by Trustee Tyrrell; and seconded by Trustee O'Dwyer.

Roll Call Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

Andersen
George
O'Dwyer
Millette
Tyrrell

12. MOTION TO ADVISE AND CONSENT TO THE VILLAGE PRESIDENT'S APPOINTMENT OF TAUNYA FISCHER AS VILLAGE TREASURER, made by Trustee O'Dwyer; and seconded by Trustee Andersen.

Voice Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

13. ADJOURNMENT – MOTION TO ADJOURN THE MEETING at 10:18pm, made by Trustee Tyrrell; and seconded by Trustee Millette.

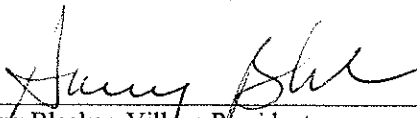
Voice Vote: [AYES: 5] [NAYES: 0] Motion **CARRIED**

APPROVED THIS _____ DAY OF _____, 2017

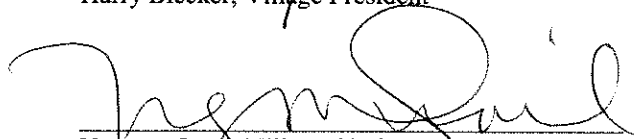
Harry Blecker, Village President

Vanessa Quail, Village Clerk

APPROVED THIS 17th DAY OF October, 2017



Harry Blecker, Village President



Vanessa Quail, Village Clerk