

AGENDA FOR THE SPECIAL MEETING  
OF THE CORPORATE AUTHORITIES OF THE  
VILLAGE OF CAMPTON HILLS

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October 15, 2019

7:00 P.M.

CAMPTON TOWNSHIP COMMUNITY CENTER  
5N082 OLD LAFOX ROAD  
Campton Hills, IL

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comments** – Sign-up sheets are at the rear of the room.
  - a. Announcements
    - i. Joe Drago – Campton Township Waste Disposal District Hauler Update
5. **Recognition**
  - a. Jim Connors – Certificate of Service Appreciation: Board of Fire & Police Commission
  - b. Maureen Zwier- Certificate of Service Appreciation: Public Works Committee
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 the **minutes of the October 1, 2019** Regular Meeting
  - b. Motion to approve payment of bills per **Warrant List #20-10**
7. **Action Items**
  - a. Motion to **Appoint Trustees White Eagle and O’Dwyer** as co-liaisons to the Community Relations Commission
  - b. Motion to **remove from the table** the motion to approve a Subscription Proposal with RoadBotics to assess pavement condition of 102 miles of Village roadway.
  - c. Motion to **approve Resolution No. 19-31** to enter into Subscription Agreement with RoadBotics to assess pavement condition of 102 miles of Village roadway. **[BUDGETED]**
  - d. Motion to **approve Ord No. 19-17 Prohibiting Adult Use Cannabis Businesses** within the Village.
  - e. Motion to **approve Ordinance No. 19-18** to amend Purchasing Procedures - Section 3-1.5 and Chapter 5, Section 1-5-2B of the Village Code.
  - f. Motion to **approve Resolution No. 19-32** adopting a Health Insurance Opt-Out Policy.

- g. Motion to **approve Resolution No. 19-33** authorizing execution of an agreement with Trotter and Associates to design Deerhaven Trail Drainage Improvements. **[BUDGET AVAILABLE]**
  - h. Motion to **approve Resolution No. 19-34** authorizing execution of an agreement with HR Green to provide MFT Audit and Training services. **[BUDGET AVAILABLE]**
  - i. Motion to **approve Resolution No. 19-35** to authorize execution of an agreement with HR Green to provide Pavement Evaluation Services (25 miles of Village roadway). **[BUDGETED]**
8. **Department Reports – September 2019**
- a. Police (Available online)
  - b. Building and Zoning (Available online)
  - c. Finance (Available online)
9. **Discussion Items**
- a. **Woodbridge Stormwater Drainage Project** (McDonald & 47)
  - b. **Adjudication Hearing Officer/Collection Agency**
  - c. **Agreement for Traffic and Municipal Prosecution services** Between the Village of Campton Hills and Camic Johnson, Ltd.
  - d. **Agreement for Local DUI Ordinance Prosecution services** Between the Village of Campton Hills and Camic Johnson, Ltd
  - e. **Rt. 47 Roundabout Abandonment-** Kane County IGA
10. **Additional Items, Updates and Follow-up Reports** from the Village President, Trustees, Village Administrator, Village Attorney or Staff
11. **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. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2(c)(1) & (3)
12. **Adjournment**

**Mission Statement**

Entrusted by its citizens, the Village of Campton Hills is dedicated to delivering municipal services in the most responsive, cost effective and efficient/proficient manner. Campton Hills is committed to upholding high quality of life standards by supporting its school districts, maintaining family values and agriculture traditions, preserving natural resources, encouraging environmental stewardship, supporting passive and active recreational opportunities, honoring rural heritage and generating a strong business foundation for present and future residents and visitors.

**Vision Statement**

Residents of the Village of Campton Hills wish to maintain the semi-rural quality of their environment and its associated lifestyle. They wish to control their own destiny, act so that property values increase over time at a greater rate than market averages, and insure the continue excellence of the schools that educate their children.

The Village of Campton Hills will be an aesthetically appealing, fiscally viable, family-oriented community striving to provide excellent educational, social, recreational, and cultural opportunities. The Village will foster a strong residential and business community, with concern for ecological stewardship while cooperating with other governmental bodies and agencies. Campton Hills will also work with area school districts to provide an exceptional education for their children. Campton Hills will strive to be an inviting and safe community that provides for the quality of life needs of its residents while preserving its character and heritage.

Ga.

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

October 1, 2019  
7:00 P.M.

Campton Township Community Center

1. **CALL TO ORDER** - President Tyrrell called the meeting to order at 7:04 p.m.

2. **ROLL CALL** – Administrator Searl called the Roll:

***Present***

Trustee Bakk  
Trustee George  
Trustee McKelvie  
Trustee Millette  
Trustee O’Dwyer  
Trustee White Eagle  
President Tyrrell

***Absent***

Clerk Baez

***Also Present***

Administrator Searl  
BZO Quail  
Police Chief Millar  
Jamie Wilkey  
Partners: Lauterbach&Amen

3. **PLEDGE OF ALLEGIANCE** - President Tyrrell led all those present in the Pledge of Allegiance.

4. Fiscal Year 2019 **Lauterbach and Amen Audit Presentation**

- Jamie Wilkey introduced herself and thanked Treasurer Flakus and Administrator Searl for all the help in preparation for the audit.
- Jamie stated that there were no findings or issues and no modifications required. She briefly went over the packet, explained some highlighted areas and answered any questions from the board.

Motion to accept Auditors Report, made by Trustee White Eagle, seconded by Trustee O’Dwyer.

**Voice Vote: AYES [6] NAYES ABSENT ABSTAIN Motion Carried**

5. **Tracy Johnson: Recognition and Reception**

- President Tyrrell announced the bittersweet departure of Tracy as she leaves onto a new venture, noting that she has been the back bone of the office and has done many wonderful things.
- President Tyrrell presented Tracy on behalf of the Staff, Village Board, and the Campton Hills Police Dept. a Certificate of Outstanding Service
- BZO Quail also expressed much appreciation and thanks to all of Tracy’s help that she has provided over the past years and her dedication.
- Chief Millar also expressed his appreciation and thanks, not only for himself but for the rest of the police dept. for all the help Tracy has provided and being their go to person who willing helps with a smile.
- Chief Millar presented Tracy with a gift from the Campton Hills Police Dept.

6. Public Comments- Sign-up sheets are at the rear of the room.

a. Announcements

No announcements or public comments

7. 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 the minutes of the September 17, 2019 Special Meeting

b. Motion to approve payment of bills per Warrant List #20-09

**MOTION TO APPROVE ITEMS A and B OF THE CONSENT AGENDA** made by Trustee McKelvie, seconded by Trustee Millette

	<b>AYES</b>	<b>NAYES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Trustee Bakk	X			
Trustee George	X			
Trustee McKelvie	X			
Trustee Millette	X			
Trustee O'Dwyer	X			
Trustee White Eagle	X			

8. Action Items

a. Motion to approve Ordinance #19-16- An ordinance amending Chapter 2 of Title 9 of the Village Code of Campton Hills, Kane County, Illinois regulating to the regulation of emergency escape and rescue openings, made by Trustee White Eagle, seconded by Trustee Millette.

	<b>AYES</b>	<b>NAYES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>	<b>Motion Carried</b>
Trustee Bakk	X				
Trustee George	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee O'Dwyer	X				
Trustee White Eagle	X				

b. Motion to approve Resolution #19-28 Campton Township Highway District Intergovernmental Agreement with the Village for a Speed Trailer, made by Trustee George, seconded by Trustee O'Dwyer.

	<b>AYES</b>	<b>NAYES</b>	<b>ABSENT</b>	<b>ABSTAIN</b>	<b>Motion Carried</b>
Trustee Bakk	X				
Trustee George	X				
Trustee McKelvie	X				
Trustee Millette	X				
Trustee O'Dwyer	X				
Trustee White Eagle	X				

c. Motion to approve the Presidents (re) appointment of Sam Gallucci to the Police and Fire Commission, made by Trustee Bakk, seconded by Trustee Millette.

**Voice Vote: AYES [6] NAYES ABSENT ABSTAIN Motion Carried**

- d. Motion to accept the resignation from Maureen Zwier from the Public Works Committee, made by Trustee O'Dwyer, seconded by Trustee McKelvie.

**Voice Vote: AYES [6] NAYES ABSENT ABSTAIN Motion Carried**

- e. Motion to approve the Presidents appointment of Jake Thorsen to the Public Works Committee, made by Trustee Millette, seconded by Trustee George

**Voice Vote: AYES [6] NAYES ABSENT ABSTAIN Motion Carried**

- f. Motion to table the Roadbotics subscription proposal, made by Trustee O'Dwyer, seconded by Trustee George

**Voice Vote: AYES [6] NAYES ABSENT ABSTAIN Motion Carried**

**Break for a short recess for reception for Tracy.**

**Meeting reconvened:**

Motion to suspend Robert's Rules of Order regarding Discussion Items, made by Trustee McKelvie, seconded by Trustee George

**Voice Vote: AYES [6] NAYES ABSENT ABSTAIN Motion Carried**

**9. Discussion Items**

- a. **Health Insurance Opt-Out Program**
- Administrator Searl presented a proposed Health Insurance Opt Out benefit to offer CH employees. Document included in the Board's packet.
- b. **Legalization of Adult-Use Cannabis**
- Further discussion/decision to be made to opt-in/opt-out to 1. Opening a retail and 2. Growing commercially at the next Board meeting. Attorney to draw up the necessary paperwork to move forward.
- c. **Village Board Member Liaison Discussion -Community Relations Commission**
- Trustee White Eagle volunteered to be the liaison for the Community Relations Commission.
- d. **Purchasing Procedures: Section 3-1 .5 Code Amendment and Chapter 5, Section 1-5-2B.**
- After much discussion, the consensus was to amend the code to remove the \$5K total discretionary and leave the \$5K as budgeted eliminating the duality. The same goes for Unanticipated Expenditures – remove \$5K for the President.
- e. **Adjudication Hearing Officer/Collection Agency**
- Administrator Searl referred to the packet as reference to the background of the Adjudication Hearing Officer process already in place, and the current/future needs of AHO and a collection agency to help recover payments on past due accounts. Using this service will also allow some of the additional collection fees be return back to the Village.

f. **Deerhaven Trail- Cross Culvert Replacement** (Per President Tyrrell - Prioritized to the top of the list of Discussion Items)

- Administrator Searl referred to the packet as reference to the proposal submitted by Trotter and Associates, Inc. along with giving some background on the drainage issue causing the road to collapse. The cost associated with the proposal is for engineering services only.

g. **MFT Audit and Training- HR Green Proposal [BUDGET AVAILABLE]**

- Administrator Searl referred to the packet as reference to the proposal submitted by HR Green along with giving some background on the challenges they face working with IDOT, the limited understanding of a MFT audit, the history of past audits and documentation presented at that time due to personnel turnover and the uniqueness with CTHD. HR Green's proposal included MFT Audit Assistance, MFT Process Training for the staff.
- Scott Marquardt from HR Green gave an overview of the services that will be provided within the proposal.

h. **Pavement Evaluation Services -HR Green (25 miles of Village roadway) [BUDGETED]**

- Administrator Searl referred to the packet as reference to the proposal submitted by HR Green on a multi year maintenance plan.
- Scott Marquardt from HR Green gave an overview of the services provided within the proposal.

10. Additional Items, Updates and Follow-up Reports from the Village President, Trustees, Village Administrator, Village Attorney or Staff

- President Tyrrell went to a ComEd Session on energy savings on municipalities in Bartlett, where he learned the ComEd does energy audits at no charge. President Tyrrell ask them to come to Campton Hills and do an assessment. Some of the priorities are: looking at replacing all lighting interior/exterior from fluorescent to LED's and replace the aging roof top HVAC unit. Worth exploring the incentives offered by ComEd to convert the lighting and install high energy HVAC unit.
- Additional item mentioned by Trustee Millette is the drainage issue at 42W890 ?  
(apologize, could not catch the name of the street on the recording – LB) effecting road deterioration.

11. 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. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees or officials, including legal counsel. 2( c)( 1) & (3)

Motion to adjourn meeting made by, Trustee White Eagle, seconded by Trustee George

**Voice Vote:      AYES [6]      NAYES      ABSENT      ABSTAIN Motion Carried**

**12. Adjournment – Meeting adjourned at 9:02 p.m.**

Approved this \_\_\_\_\_ day of October, 2019

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Mike Tyrrell  
Village President

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Lynn Baez  
Village Clerk



Village of Campton Hills IL

Warrant List 20-10

Report dates: 10/9/2019-10/10/2019

Invoice Number	Description	GL Account and Title	Total Cost
<b>ABS Atlas Business Solutions, Inc.</b>			
10102019INV	Schedule Anywhere License Agre	10-21-5610 Dues and Subscriptions	600.00
Total ABS Atlas Business Solutions, Inc.:			600.00
<b>B&amp;F Construction Code Services Inc</b>			
11909	September 2019 Plan Reviews & i	10-31-5350 Inspection Services	6,567.30
52235	9W331 Muirhead plan review - C	10-31-5350 Inspection Services	1,024.95
52297	4N363 Norton Glen Blvd Plan Rev	10-31-5350 Inspection Services	935.90
Total B&F Construction Code Services Inc:			8,528.15
<b>Campton Township Highway District</b>			
VCH191001	Cold Patching in Conners 9/30/2	13-00-9160 Misc Road Projects	2,664.00
VCH191002	patch work on McDonald Road	13-00-5140 Mntc Svc-Street	6,700.75
VCH191003	September 2019 Street Lights	13-00-5770 MFT Utilities	679.98
Total Campton Township Highway District :			10,044.73
<b>Cardmember Service</b>			
092019SMILLA	Amazon web services - cloud stor	10-11-5370 Information Tech	118.14
092019SMILLA	Office Supplies @ sam's club	10-11-6510 Office Supplies	104.09
092019SMILLA	Uniforms	10-21-4710 Uniforms Allowance	239.00
092019SMILLA	Shelving Unit for Basement @ Vill	10-11-6110 Maint. Supplies-Building	279.98
Total Cardmember Service:			741.21
<b>CivicPlus</b>			
191584	11-01-19 to 10-31-20 website host	10-00-1300 PREPAID ITEMS	2,461.17

Invoice Number	Description	GL Account and Title	Total Cost
Total CivicPlus :			2,461.17
<b>ComEd</b>			
09252019SIRE	8/26/2019 to 9/24/2019 electric -	10-11-5710 Utilities	20.65
09252019SIRE	8/26/2019 to 9/24/2019 electric -	10-21-5710 Utilities	8.85
09262019VH	8/23/2019 to 9/24/2019 electric -	10-11-5710 Utilities	996.53
09262019VH	8/23/2019 to 9/24/2019 electric -	10-21-5710 Utilities	427.08
Total ComEd:			1,453.11
<b>Communications Direct Inc</b>			
SR118016	Squad # 9 radar antenna repair	10-21-5130 Maint Svc-Vehicle	62.50
Total Communications Direct Inc:			62.50
<b>Coverall North America Inc</b>			
1010646333	Cleaning Service - October 2019	10-11-5360 Janitorial Service	245.00
1010646333	Cleaning Service - October 2019	10-21-5360 Janitorial Services	105.00
Total Coverall North America Inc:			350.00
<b>First Communications, LLC</b>			
118447463	October 2019 Phone Service	10-11-5520 Telephone	238.02
118447463	October 2019 Phone Service	10-21-5520 Telephone	102.01
Total First Communications, LLC:			340.03
<b>GovTempUSA LLC</b>			
2880442	R Searl 9/22 & 9/29 weeks	10-11-5391 ADMIN CONTRACTS	4,606.00

Invoice Number	Description	GL Account and Title	Total Cost
Total GovTempsUSA LLC:			4,606.00
<b>Helping Hand IT Svcs &amp; Networking Inc</b>			
19-32936	Mallware Bites & Sonicaid Firewall	10-11-5370 Information Tech	927.44
19-32936	Mallware Bites & Sonicaid Firewa	10-21-5370 INFORMATION TECH - PO	397.47
Total Helping Hand IT Svcs & Networking Inc:			1,324.91
<b>Illinois Association of Chiefs of Police</b>			
4775	2019-2020 Annual dues	10-21-5610 Dues and Subscriptions	110.00
Total Illinois Association of Chiefs of Police:			110.00
<b>Illinois Homicide Investigators Assoc</b>			
10042019INV	M Stastny ILHIA trailing conferenc	10-21-5630 Training & Registration	275.00
Total Illinois Homicide Investigators Assoc :			275.00
<b>Konica Minolta Premiere Leasing</b>			
34095853	October 2019 Copier Lease	10-11-5940 Copier lease/maintenance	148.40
34095853	October 2019 Copier Lease	10-21-5940 Copier lease/maintenance	63.60
Total Konica Minolta Premiere Leasing:			212.00
<b>Logsdon Office Supply</b>			
1067186-001	Papwe & expandable folders	10-11-6510 Office Supplies	151.54
Total Logsdon Office Supply:			151.54

Invoice Number	Description	GL Account and Title	Total Cost
<b>Metro West</b>			
4131	September 2019 Board Meeting	10-11-5395 Other Prof. Services	70.00
Total Metro West :			70.00
<b>Nicor</b>			
10012019INV	8/29/2019 to 9/30/2019 gas	10-11-5710 Utilities	59.15
10012019INV	8/29/2019 to 9/30/2019 gas	10-21-5710 Utilities	25.35
Total Nicor :			84.50
<b>North East Multi-Regional Training Inc</b>			
260937	FTO Refresher training 9/5-9/6/20	10-21-5630 Training & Registration	100.00
Total North East Multi-Regional Training Inc:			100.00
<b>Ray O'Herron Co. Inc</b>			
1937774-IN	levand uniform supplies	10-21-9380 K-9 UNIT EXPENSES	76.97
1937775-IN	Uniform supplies for Levand	10-21-9380 K-9 UNIT EXPENSES	269.97
1942358-IN	Uniform supplies	10-21-9380 K-9 UNIT EXPENSES	20.00
1942359-IN	Uniform supplies	10-21-9380 K-9 UNIT EXPENSES	30.98
1944867-IN	Uniform supplies	10-21-9380 K-9 UNIT EXPENSES	86.39
1947524-IN	Coryell Uniform Supplies	10-21-4710 Uniforms Allowance	75.98
1953852-IN	Tie Bars - police	10-21-4710 Uniforms Allowance	46.30
Total Ray O'Herron Co. Inc:			606.59
<b>RMA</b>			
2020IMLRMA-1	2020 IML Risk Management Asso	10-00-1300 PREPAID ITEMS	58,957.10

Invoice Number	Description	GL Account and Title	Total Cost
Total RMA:			
11198	Squad # 6 rear bumper Repair &	10-21-5130 Maint Svc-Vehicle	93.25
12096	Squad #8 Car Accident Repair - D	10-21-5130 Maint Svc-Vehicle	2,017.27
Total Trailside Auto Repair Inc:			2,110.52

**Trotter and Associates**

16266	Correspondance on VCH General	10-31-5320 Engineering Services	122.25
16267	Plan Reviw Norton Lakes Constru	10-00-2553 Escrow - Norton Lake Dev.,	203.75
16268	4N363 Norton Glen Blvd - Site Pla	10-31-5320 Engineering Services	400.00
16273	39W920 Pruntee Lane - Drain Til	10-31-5325 Engineering Services - Rei	244.50
16274	4N322 Booth Tarkington - Escrow	10-31-5325 Engineering Services - Rei	326.00
16275	39W261 Hemlock Dr Drainage im	10-31-5325 Engineering Services - Rei	326.00
Total Trotter and Associates :			1,622.50

Grand Totals:

94,811.56

Invoice Number	Description	GL Account and Title	Total Cost
Payroll Costs for the 10/4/2019 Pay Check Date			
<b>Payroll</b>			
	<b>Employer Paid Benefits</b>		
Administration & Zoning	\$8,674.90	IMRF - Employer Portion - monthly	\$0.00
Elected Officials	\$0.00	IPBC - Employer Portion - monthly	\$0.00
Police - Full Time	\$13,155.19	Police Pension - Employer Portion	\$10,000.00
Police - Part Time	\$11,404.38	FICA, Medicare & Other Liabilities	\$1,794.56
<b>Total Payroll</b>	<b>\$33,234.47</b>	<b>Total Employer Paid Benefits</b>	<b>\$11,794.56</b>

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

I CERTIFY THAT THIS WARRANT 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 \_\_\_\_\_

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~October 1, 2019~~; October 15, 2019

**Subject:** Subscription Proposal- Roadbotics

**Agenda #:** 7c

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**Issue:**

The Village has a need for pavement evaluation services

**Background/Reasoning:**

The Village's Engineer, HR Green, has identified a company, RoadBotics, that provides a comprehensive village wide pavement assessment. This pavement assessment will help the Village and Campton Township Highway District (CTHD) assess, rank and select roads for future MFT resurfacing projects. By consensus (at its 9/25/2019 meeting) the Village's Public Works Committee recommends that the Village Board approve this subscription agreement.

**Supporting Documents:**

- Subscription Proposal: 9/24/2019 (*Previously Distributed*)

**Budget:**

- 14-00-5320: \$10,200

**Action Requested:**

- Board to consider a Motion to approve Resolution No. 19-31 to enter into Subscription Agreement with RoadBotics to assess pavement condition of 102 miles of Village roadway.

**RESOLUTION NO. R-19-31**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT  
BETWEEN THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AND  
ROADBOTICS**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village and RoadBotics desire to execute a professional services agreement for the assessment of the pavement condition of 102 miles of Village roadway (the "*Agreement*"); and

**WHEREAS**, the Village has a satisfactory relationship with RoadBotics; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to enter into the Agreement.

**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 the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Agreement by and between the Village and RoadBotics, which is attached hereto and made a part hereof as Exhibit A, is hereby approved in substantially the form presented to the Village Board with such necessary non-material changes as may be authorized by the Village President, the execution thereof to constitute the approval by the Village of any and all changes or revisions therein contained.

**Section 3.** That the officials and officers of the Village are further hereby authorized



to undertake actions on the part of the Village as contained in the Agreement to complete satisfaction of the provisions, terms or conditions stated therein

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

*Intentionally Left Blank*

Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lynn Baez, Village Clerk

Exhibit A

*Agreement*

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~July 2, 2019; August 20, 2019; September 3, 2019; October 1, 2019;~~ October 15, 2019

**Subject:** Adult Use Cannabis Discussion

**Agenda #:** 7d

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**Issue:**

State of Illinois Adult-Use Cannabis Legalization

**Background/Reasoning:**

- New law signed by Governor Pritzker has legalized Adult-Use Cannabis effective January 1, 2020. In a press release it notes that local governments will be allowed to regulate the location of cannabis sales and grow businesses.
- The Governor's press release also discusses revenue projections. The State anticipates the Cannabis industry to generate over \$57 million in tax revenue. The new law allocates 8% of the revenue stream for the Local Government Distributive Fund to support crime prevention programs, training, and interdiction efforts including detection, enforcement, and prevention efforts, relating to the illegal cannabis market and driving under the influence of cannabis.
- The new law also provides the Village with certain zoning powers (see attached IML fact sheet)
- Future Actions Needed:
  - Review/Amend 1-4-4: MINOR OFFENSES; CITATIONS AND FINES. D.1.a., b.
  - Review/Amend 6-5-1: OFFENSES ENUMERATED: A & B.
  - Review/Amend Zoning Ordinance

**Supporting Documents:**

- Cannabis Questions for Village Attorney/Staff [*Previously Distributed*]
- Cannabis Public Comments [*Previously Distributed*]
- IML Fact Sheet [*Previously Distributed*]
- **Ord No. 19-17 Prohibiting Adult Use Cannabis Businesses** within the Village

**Budget:** (see Fact Sheet) • [*Previously Distributed*]

**Public Impact:**

- N/A

**Action Requested:**

- Board to consider a Motion to **approve Ord No. 19-17 Prohibiting Adult Use Cannabis Businesses** within the Village.

**ORDINANCE NO. O-19-17**

**AN ORDINANCE AMENDING TITLE 4 OF THE VILLAGE CODE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS RELATING TO THE PROHIBITION OF ADULT USE CANNABIS BUSINESSES WITHIN THE VILLAGE**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills, Kane County, Illinois (the "*Corporate Authorities*") may from time to time amend the text of the Village Code of Campton Hills (the "*Code*") when it is determined to be in the best interests of the health, safety and welfare of the Village and its residents; and

**WHEREAS**, this Ordinance is adopted pursuant to the provisions of the Illinois Cannabis Regulation and Tax Act, Public Act 101-0027, by which the City is authorized to prohibit the location of adult use cannabis business establishments within the City; and

**WHEREAS**, the Village has determined that the operation of adult use cannabis business establishments would present adverse impacts upon the health, safety and welfare of the residents, and additional costs, burdens and impacts upon law enforcement and regulatory operations of the Village of Campton Hills; and

**WHEREAS**, the Corporate Authorities find that it is in the best interest of the health, safety and welfare of the residents of the Village to provide for the regulations herein specified.

**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 the above recitals and legislative findings are found to be true and

correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** Title 4 (“*Business and License Regulations*”) of the Village Code of Campton Hills, Illinois, is hereby amended by the addition of Chapter 5 (“*Adult Use Cannabis Business Establishments*”) by adding the following language to read as follows:

**CHAPTER 5  
ADULT USE CANNABIS BUSINESS ESTABLISHMENTS**

**4-5-1: DEFINITIONS:**

The following words and phrases shall, for the purposes of this Chapter, have the meanings respectively ascribed to them by this section, as follows:

**ADULT USE CANNABIS BUSINESS ESTABLISHMENTS:** Cannabis Business Establishments include: Adult Use Cannabis Cultivation Centers, Adult Use Cannabis Craft Growers, Adult Use Cannabis Processing Organizations, Adult Use Cannabis Dispensing Organizations, Adult Use Cannabis Infuser Organizations, Adult Use Processing Organizations, and Adult Use Cannabis Transporting Organizations.

**ADULT USE CANNABIS CRAFT GROWER:** An Adult Use Cannabis Craft Grower is a facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to cultivate, dry, cure and package cannabis and perform other necessary activities to make cannabis available for sale at a dispensing organization or use at a processing organization, per the definition of Craft Grower as set forth in the Cannabis Regulation and Tax Act, (P.A.101-0027), as may be amended from time-to-time, and regulations promulgated thereunder.

**ADULT USE CANNABIS CULTIVATION CENTER:** An Adult Use Cannabis Cultivation Center is facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to cultivate, process, transport and perform necessary activities to provide cannabis and cannabis-infused products to licensed cannabis business establishments, per the definition of Cultivation Center as set forth in the Cannabis Regulation and Tax Act, (P.A.101-0027), as may be amended from time-to-time, and regulations promulgated thereunder.

**ADULT USE CANNABIS DISPENSING ORGANIZATION:** An Adult Use Cannabis Dispensing Organization is a facility operated by an organization or business that is licensed by the Illinois Department of Financial and Professional Regulation to acquire cannabis from licensed cannabis business establishments for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia or Page 3 of 4 related supplies to purchasers or to qualified registered medical cannabis patients and

caregivers, per the Cannabis Regulation and Tax Act, (P.A.101-0027), as may be amended from time-to-time, and regulations promulgated thereunder.

**ADULT-USE CANNABIS INFUSER ORGANIZATION OR INFUSER:** A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to directly incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis-infused product, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

**ADULT USE CANNABIS PROCESSING ORGANIZATION OR PROCESSOR:** An Adult Use Cannabis Processing Organization, or Processor, is a facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to either extract constituent chemicals or compounds to produce cannabis concentrate or incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis product, per the Cannabis Regulation and Tax Act, (P.A.101-0027), as may be amended from time-to-time, and regulations promulgated thereunder.

**ADULT USE CANNABIS TRANSPORTING ORGANIZATION OR TRANSPORTER:** An Adult Use Cannabis Transporting Organization, or Transporter, is an organization or business that is licensed by the Illinois Department of Agriculture to transport cannabis on behalf of a cannabis business establishment or a community college licensed under the Community College Cannabis Vocational Training Pilot Program, per the Cannabis Regulation and Tax Act, (P.A.101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

**PERSON:** A natural individual, firm, partnership, association, joint stock company, joint venture, public or private corporation, limited liability company, or a receiver, executor, trustee, guardian, or other representative appointed by order of any court.

#### **4-5-2: CANNABIS BUSINESS ESTABLISHMENTS PROHIBITED:**

All Adult Use Cannabis Business Establishments are prohibited from being located within the Village of Campton Hills. No person shall locate, operate, own, suffer, allow to be operated or aid, abet or assist in the operation of Adult Use Cannabis Business Establishments within the Village of Campton Hills.

#### **4-5-3: PUBLIC NUISANCE DECLARED:**

Operation of any prohibited Adult Use Cannabis Business Establishment within the Village of Campton Hills in violation of the provisions of this Chapter is hereby declared a public nuisance and shall be abated pursuant to all available remedies.

#### **4-5-4: VIOLATIONS:**

Violations of this Chapter may be enforced in accordance with the provisions of Title 1,

Chapter 4 of this Village Code.

**Section 3.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

**Section 4.** All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

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

*Intentionally Left Blank*



Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lynn Baez, Village Clerk

# Village of Campton Hills

## Board Summary Memo

---

**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~August 20, 2019; September 3, 2019; October 1, 2019;~~ October 15, 2019

**Subject:** Purchasing Procedures: Sec. 3-1.5 and Chapter 5,  
Section 1-5-2B Code Amendment **Agenda #:** 7e.

---

**Issue:**  
Purchasing Procedures

**Background/Reasoning:**

- Currently Village Ordinance provides a purchasing threshold for the Village President and the Village Administrator each.
- Collectively the Village President and Administration have a combined purchasing authority of \$9,999.99.
- The Board needs to discuss Section 3-1-5 A.4 regarding contacting professionals serving the Village as well as Section 3-1-5 A.6 that requires reimbursement.
- The Board needs to discuss Section 3-1-5 B. 2 and the \$10,000 threshold for bids and quotes.
- The Board has discussed removing the sections of the ordinance that apply to the Village President with the understanding that State Statute gives the Village President certain emergency powers that cannot be altered by Village ordinance.
- The Board needs to discuss Chapter 5 Section 1-5-2 B. regarding Unanticipated Expenditures.

**Supporting Documents:**

- Existing Purchasing Code Sections [*Previously Distributed*]
- Ordinance No. 19-18 to amend Purchasing Procedures - Section 3-1.5 and Chapter 5, Section 1-5-2B of the Village Code.

**Budget:**

**Public Impact:**

- None

**Action Requested:**

- Board to consider a Motion to approve Ordinance No. 19-18 to amend Purchasing Procedures - Section 3-1.5 and Chapter 5, Section 1-5-2B of the Village Code.

**ORDINANCE NO. O-19-18**

**AN ORDINANCE AMENDING CHAPTER 5 OF TITLE 1 AND CHAPTER 1 OF TITLE 3  
OF THE VILLAGE CODE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS  
RELATING TO PURCHASING PROCEDURES AND BIDDING**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills, Kane County, Illinois (the "*Corporate Authorities*") may from time to time amend the text of the Village Code of Campton Hills (the "*Code*") when it is determined to be in the best interests of the health, safety and welfare of the Village and its residents; and

**WHEREAS**, the Corporate Authorities find that it is in the best interest of the health, safety and welfare of the residents of the Village to provide for the regulations herein specified.

**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 the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** Section 1-5-2 ("*Powers and Duties*") of Chapter 5 ("*Village President*") of Title 1 ("*Administration*") of the Village Code of Campton Hills, Illinois, is hereby amended by deleting the following stricken language to read as follows:

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

A. Generally: The village president is the chief executive officer of the village, with

duties and rights and powers prescribed by the laws of the state, by this code, or by "Robert's Rules Of Order" (when not in conflict with state law or this code). (2013 Code § 1-5-2)

~~B. Unanticipated Expenditures: 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. (2013 Code § 1-5-3)~~

**Section 3.** Section 3-1-5 ("*Purchasing Procedures and Bidding*") of Chapter 1 ("*General Finance Provisions*") of Title 3 ("*Financing Regulations*") of the Village Code of Campton Hills, Illinois, is hereby amended by deleting the following stricken language and adding the underlined language in its place to read as follows:

**3-1-5: 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.

<del>Village President</del>	<del>\$5,000.00</del>
<del>Village Administrator</del>	<del>5,000.00</del>
<del>Department Head</del>	<del>1,000.00</del>
<del>Committee Chair</del>	<del>500.00</del>

~~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 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.~~

~~3.2.~~ Any expenditure that does not fall within an expenditure that is authorized by subsections A1 ~~and A2~~ of this section shall require the approval of the Corporate Authorities.

4. 3. No Village officer or employee, except as expressly provided in this Code, is authorized to make purchases for the Village or to incur other obligations, including contacting professionals serving the Village.

5 4. The prohibitions of subsections A1 through ~~A4~~ A3 of this section shall not apply in the case of a bona fide emergency except such expenditures must follow the requirements of 65 Illinois Compiled Statutes 5/8-10-5.

6 5. 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. (Ord. O-15-15, 9-15-2015)

7 6. The disbursement of petty cash shall be restricted to those Village officials authorized as check signatories pursuant to section 3-1-7 of this chapter. The use of Village credit and debit cards by any Village official shall be subject to the prior approval of the Village President, Village Administrator, or a department head subject to the preauthorized expenditure limits contained within subsection A1 of this section. (Ord. O-16-16, 6-21-2016)

8 7. Expenditures shall not be split or staggered in an attempt to circumvent any provision of this Code. (Ord. O-15-15, 9-15-2015)

9 8. Preauthorized expenditures do not include purchases made from a contingency account specifically designated within the current budget adopted by the Corporate Authorities. All such purchases shall require approval by the Corporate Authorities. (Ord. O-16-05, 4-19-2016)

**B. Bids Required; Procedures:**

1. Except in the case of emergency, all public works contracts must follow the requirements of 65 Illinois Compiled Statutes 5/8-9-1. Emergency expenditures must follow the requirements of 65 Illinois Compiled Statutes 5/8-10-5.

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. (Ord. O-15-15, 9-15-2015)

**Section 4.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 6.** This Ordinance shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

*Intentionally Left Blank*

Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST: \_\_\_\_\_  
Lynn Baez, Village Clerk

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~October 1, 2019~~; October 15, 2019

**Subject:** Health Insurance Opt-Out Program

**Agenda #:** 7f.

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**Issue:**

As a cost savings measure many municipalities offer employees a health insurance “opt-out” program.

**Background/Reasoning:**

Since health insurance is one of the most expensive benefits that an employer can provide to its employees it is very common to offer a health insurance opt-out option. In order to qualify you must be full time and be able to provide evidence that you have coverage through another provider.

**Supporting Documents:**

- Draft policy [*Previously Distributed*]
- **Resolution No. 19-32** adopting a Health Insurance Opt-Out Policy.

**Budget:**

- Will save the Village the full annual cost of providing medical coverage for eligible full-time employees.

**Action Requested:**

- Board to consider a Motion to **approve Resolution No. 19-32** adopting a Health Insurance Opt-Out Policy.



**RESOLUTION NO. R-19-32**

**A RESOLUTION OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY,  
ILLINOIS ADOPTING A HEALTH INSURANCE OPT-OUT POLICY**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village employs multiple full-time employees and as such the Village offers health insurance to all said full-time employees; and

**WHEREAS**, the Village President and the Board of Trustees of the Village (the "*Corporate Authorities*") wishes to adopt a policy that would allow full-time employees to opt-out of the Village's health insurance coverage if the employee qualifies under the policy's requirements; and

**WHEREAS**, the attached Health Insurance Opt-Out Policy, in the form as written and attached as Exhibit A, is found and declared to constitute a fair and appropriate policy to be adopted and made binding on all full-time employees of the Village; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to adopt the Health Insurance Opt-Out Policy.

**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 the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Health Insurance Opt-Out Policy attached as Exhibit A is hereby adopted and made applicable to all full-time employees of the Village, pursuant to the authority granted under Section 10-4 of the Illinois Municipal Code.

**Section 3.** That the Village Administrator is hereby authorized and directed to incorporate the Health Insurance Opt-Out Policy into the appropriate Chapter of the Village Personnel Policy.

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

*Intentionally Left Blank*

Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lynn Baez, Village Clerk

Exhibit A

*Health Insurance Opt-Out Policy*

# Village of Campton Hills Board Summary Memo

---

**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~October 1, 2019~~; October 15, 2019

**Subject:** Deerhaven – Cross Culvert

**Agenda #:** 7g.

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**Issue:**

- Drainage – failed culvert on Deerhaven Trail; road collapsing.

**Background/Reasoning:**

Because of the proximity to existing wetlands the Village needs to engage Trotter and Associates to design a cross culvert replacement for Deerhaven Trail that can be reviewed and approved to the Corp of Engineers. The actual replacement work will be performed by the Campton Township and is covered by the Village's IGA.

**Supporting Documents:**

- Deerhaven Trail- Drainage Improvement Professional Services Agreement [*Previously Distributed*]
- **Resolution No. 19-33** authorizing execution of an agreement with Trotter and Associates to design Deerhaven Trail Drainage Improvements.

**Budget:**

- 14-00-5320: \$5,100.00

**Action Requested:**

- Board to consider a Motion to **approve Resolution No. 19-33** authorizing execution of an agreement with Trotter and Associates to design Deerhaven Trail Drainage Improvements.

RESOLUTION NO. R-19-\_\_\_\_\_

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN  
THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AND  
TROTTER & ASSOCIATES, INC.**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village and Trotter & Associates, Inc. desire to execute a professional services agreement related to the Deerhaven Trail Drainage Improvement (the "*Agreement*"); and

**WHEREAS**, the Village has a satisfactory relationship with Trotter & Associates, Inc.; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to enter into the Agreement.

**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 the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Agreement by and between the Village and Trotter & Associates, Inc., which is attached hereto and made a part hereof as Exhibit A, is hereby approved in substantially the form presented to the Village Board with such necessary non-material changes as may be authorized by the Village President, the execution thereof to constitute the approval by the Village of any and all changes or revisions therein contained.

**Section 3.** That the officials and officers of the Village are further hereby authorized to undertake actions on the part of the Village as contained in the Agreement to complete satisfaction of the provisions, terms or conditions stated therein

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

*Intentionally Left Blank*

Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lynn Baez, Village Clerk



Exhibit A

*Agreement*

# Village of Campton Hills Board Summary Memo

---

**To:** Village President and Board of Trustees  
**From:** Ron Searl, Village Administrator  
**Date:** ~~October 1, 2019~~; October 15, 2019  
**Subject:** MFT Audit and Training Services- HR Green **Agenda #:** 7h.

---

**Issue:**

Periodically the Illinois Department of Transportation (IDOT) audits how municipalities use Motor Fuel Tax (MFT) funds.

**Background/Reasoning:**

Within the last four years the Village has been audited twice by IDOT on how we use MFT funds. Due to staff turnover and the unique arrangement with have with Campton Township Highway District (CTHD), village staff has had some difficulty providing the necessary documentation to IDOT during these audits.

The Village's Engineer, HR Green has in-house MFT expertise and frequently provides MFT processing and audit training to its clients. Staff feels this training will beneficial for future MFT projections. In addition, the Village has had to tap into HR Green's MFT expertise to assist with the current IDOT MFT audit.

By consensus (at its 9/25/2019 meeting) the Village's Public Works Committee recommends that the Village Board approve this proposal.

**Supporting Documents:**

- HR MFT Audit & Training Services Proposal: 9/18/2019 [*Previously Distributed*]
- **Resolution No. 19-34** authorizing execution of an agreement with HR Green to provide MFT Audit and Training services.

**Budget:**

- I4-00-5320: \$7,560.00

**Action Requested:**

- Board to consider a Motion to **approve Resolution No. 19-34** authorizing execution of an agreement with HR Green to provide MFT Audit and Training services.

**RESOLUTION NO. R-19-34**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN  
THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AND  
HR GREEN, INC. FOR PROFESSIONAL SERVICES FOR MFT AUDIT AND  
TRAINING**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village and HR Green, Inc. desire to execute an agreement for professional services for MFT Audit and Training (the "*Agreement*"); and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to enter into the Agreement.

**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 the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Agreement by and between the Village and HR Green, Inc., which is attached hereto and made a part hereof as Exhibit A, is hereby approved in substantially the form presented to the Village Board with such necessary non-material changes as may be authorized by the Village President, the execution thereof to constitute the approval by the Village of any and all changes or revisions therein contained.

**Section 3.** That the officials and officers of the Village are further hereby authorized to

undertake actions on the part of the Village as contained in the Agreement to complete satisfaction of the provisions, terms or conditions stated therein

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

*Intentionally Left Blank*

Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lynn Baez, Village Clerk

Exhibit A

*Agreement*

# Village of Campton Hills Board Summary Memo

---

**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~October 1, 2019~~; October 15, 2019

**Subject:** Pavement Evaluation Services- HR Green

**Agenda #:** 7i

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**Issue:**

The Village has a need for pavement evaluation services

**Background/Reasoning:**

The Village's Engineer, HR Green, has identified a company, RoadBotics, that provides a comprehensive village wide pavement assessment. This pavement assessment will help the Village and Campton Township Highway District (CTHD) assess, rank and select roads for future MFT resurfacing projects. In addition to this program HR Green is recommending that a "boots on the ground" approach be used to supplement the RoadBotics pavement evaluation. By "walking" 25 miles of pavement (likely the lowest ranked RoadBotics pavement) it will help the Village and CTHD in its road selection in its annual MFT resurfacing program.

By consensus (at its 9/25/2019 meeting) the Village's Public Works Committee recommends that the Village Board approve this proposal.

**Supporting Documents:**

- HR Green Pavement Evaluation Services Proposal: 9/18/2019 [*Previously Distributed*]
- **Resolution No. 19-35** to authorize execution of an agreement with HR Green to provide Pavement Evaluation Services (25 miles of Village roadway).

**Budget:**

- 14-00-5320: \$17,125

**Action Requested:**

- Board to consider a Motion to **approve Resolution No. 19-35** to authorize execution of an agreement with HR Green to provide Pavement Evaluation Services (25 miles of Village roadway).

**RESOLUTION NO. R-19-35**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN  
THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS AND  
HR GREEN, INC. FOR PAVEMENT EVALUATION SERVICES**

**WHEREAS**, the Village of Campton Hills, Kane County, Illinois (the "*Village*") is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, the Village and HR Green, Inc. desire to execute a professional services agreement for pavement evaluation services (the "*Agreement*"); and

**WHEREAS**, the Village has a satisfactory relationship with HR Green, Inc.; and

**WHEREAS**, the Village President and Board of Trustees of the Village of Campton Hills (the "*Corporate Authorities*") deem it advisable and in the best interest of the health, safety and welfare of the residents of the Village to enter into the Agreement.

**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 the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Agreement by and between the Village and HR Green, Inc., which is attached hereto and made a part hereof as Exhibit A, is hereby approved in substantially the form presented to the Village Board with such necessary non-material changes as may be authorized by the Village President, the execution thereof to constitute the approval by the Village of any and all changes or revisions therein contained.



**Section 3.** That the officials and officers of the Village are further hereby authorized to undertake actions on the part of the Village as contained in the Agreement to complete satisfaction of the provisions, terms or conditions stated therein

**Section 4.** If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

**Section 5.** All ordinances, resolutions, motions or orders in conflict with this Resolution are hereby repealed to the extent of such conflict.

**Section 6.** This Resolution shall be in full force and effect upon its passage, approval, and publication in the manner provided by law.

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Passed this 15<sup>th</sup> day of October, 2019, pursuant to a roll call vote as follows:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Darlene Bakk	_____	_____	_____	_____
Trustee Susan P George	_____	_____	_____	_____
Trustee Jim McKelvie	_____	_____	_____	_____
Trustee Mike Millette	_____	_____	_____	_____
Trustee Michael O'Dwyer	_____	_____	_____	_____
Trustee Wendy K. White Eagle	_____	_____	_____	_____
President Michael Tyrrell	_____	_____	_____	_____

APPROVED this 15<sup>th</sup> day of October, 2019

\_\_\_\_\_  
Michael Tyrrell, Village President

(SEAL)

ATTEST:

\_\_\_\_\_  
Lynn Baez, Village Clerk

Exhibit A

*Agreement*

**VILLAGE OF CAMPTON HILLS  
REPORTS MEMO**

**Agenda #: 8**

TO: VILLAGE BOARD

DATE: October 10, 2019

FROM: Administration

SUBJECT: September Activity Reports

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As we have discussed with the Board previously, we are going to be providing the department reports electronically in order to save paper costs and trees. The various reports can be found:

- Finance: <http://www.villageofcamptonhills.org/2216/Treasurers-Reports-and-Warrants>
- Building and Zoning: <http://www.villageofcamptonhills.org/2147/Building-Department>
- Police: <http://www.villageofcamptonhills.org/2155/Police-Department>

We will also send out a separate email with the links to the online version the monthly reports. Please let us know if this works for you.

Since it is a change from what we have been doing we realize that we may need to adjust things as we go along. So please do not hesitate to let us know.

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** ~~July 2, 2019; July 16, 2019; August 20, 2019; September 3, 2019;~~ October 15, 2019

**Subject:** Wood Bridge Ln Drainage Project

**Agenda #:** 9a

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**Update: 10/8/19 Meeting**

Staff will update the Board on the status of a meeting to be held with affected homeowners in the area

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**Issue:**

Storm drainage project for Wood Bridge Lane

**Background/Reasoning:**

- Approximately (4) years ago the Village had told the resident at 08N644 Wood Bridge Lane that we would budget to improve the ditch line in front of their home to provide better stormwater drainage. This plan was developed for budget while Chris Ranieri was still with the Village.
- Before the project began the Village reviewed it with the Campton Township Highway District (CTHD) and determined that a more comprehensive and complete plan needed to be developed to improve drainage flow for the entire neighborhood.
- Earlier this year staff met on site with CTHD employees; Tom Huddleston, Drainage Consultant; and Terry Heitkamp, Village Stormwater Engineer- Trotter & Associates. At the conclusion of this meeting Trotter & Associates was asked to work with Tom Huddleston to develop a proposed plan to mitigate the water problems for the whole neighborhood.
- Need to discuss construction funding mechanism/source.

**Supporting Documents:**

None

**Budget:**

- 20-00-5009 Storm Water Improvements: \$50,000 budgeted

**Public Impact:**

- None

**Action Requested:**

- Discussion only

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees  
**From:** Ron Searl, Village Administrator  
**Date:** ~~October 1, 2019~~; October 15, 2019  
**Subject:** Adjudication Hearing Officer/Collection Agency **Agenda #:** 9b.

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**Update:**

Staff will update the Board on any progress on this issue.

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The Village has been working to improve its Accounts Receivable process

**Background/Reasoning:**

The Village has already adopted an ordinance creating an Adjudication Hearing Officer process. It has been several years since the Village has used an Adjudication Hearing Officer (AHO). In preparation for the implementation of the new Accounts Receivable module of the Village financial software system the Board needs to discuss how the AHO system will work again and consideration needs to be given to the use of a collection service if needed to recover nonpayment.

**Supporting Documents:**

- Administrative Adjudication Procedures Code Excerpt

**Budget:**

- TBD

**Action Requested:**

- Board to continue to discuss AHO process and the engagement of a collection service.

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** October 15, 2019

**Subject:** Prosecution Services

**Agenda #:** 9c&d

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**Issue:**

Camic and Johnson, the Village Prosecutor, has submitted agreements to renew their services.

**Background/Reasoning:**

- Camic and Johnson has been providing prosecution services to the Village for several years now. They have submitted, for consideration, agreements to renew these services. The terms, including the price, are the same as the current agreement we have with them.

**Supporting Documents:**

- Proposed Traffic and Municipal Ordinance Prosecutions Agreement
- Proposed Local DUI Ordinance Prosecutions Agreement

**Budget:**

**Public Impact:**

- N/A

**Action Requested:**

- Board to discuss

# Village of Campton Hills Board Summary Memo

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**To:** Village President and Board of Trustees

**From:** Ron Searl, Village Administrator

**Date:** October 15, 2019

**Subject:** Rt 47 Roundabout Maintenance

**Agenda #:** 9e

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**Issue:**

The Board will discuss terminating the Kane County Rt 47 Roundabout IGA

**Background/Reasoning:**

- In 2013 the Village entered into an IGA with Kane County to maintain the center island of a new Roundabout installed on Rt 47. The reason for this was the Village wanted the island planted with native plantings and the County only agreed to it if the Village would maintain it. The effort to maintain this small area has proved challenging both in terms of keeping the plant growth healthy as well as the cost of doing so.

**Supporting Documents:**

- R-13-17 IGA Kane County Roundabout Rt 47 Excerpt

**Budget:**

**Public Impact:**

- N/A

**Action Requested:**

- Board to discuss