

1. 2. 3. The August 12, 2025 Board meeting was called to order by Supervisor Kupa at 6:30 p.m. at the Community Center. The Pledge of Allegiance was recited. Director Flakus called the roll with Supervisor Kupa and Trustees Varsho, Miller, Murphy, and Metzger present.

4. New Business:

a. Swearing in of new CTSWDD Trustee, Jim Connor was tabled. Motion made by Trustee Murphy, 2nd by Trustee Varsho.

b. Update from CTOSF:

Joe Garbarski from the CTOSF handed out a booklet with information on the ongoing projects the Foundation has been working on including items still considered a work in progress as well as the items completed by the foundation. Garbarski asked for any questions.

Trustee Varsho asked about the Comprehensive plan and whether it would go through Planning Commission and/or Board input. Garbarski answered that the plan needs updating due to the referendum passing and that a possible separate Special Board Meeting should be made in September to discuss the Comprehensive Plan and the Referendum. *Copy of CTOSF booklet is attached.*

Garbarski also discussed the Constellation Grants the Foundation was awarded for five Township sites totaling \$92,000.00. It is the largest grant the Foundation have ever done on their own. Trustee Murphy asked on a deadline for the funds and work. Garbarski said that there wasn't a specific deadline yet, but the plan is to have the work done and

completed by the Fall to be reimbursed. Trustee Varsho asked how the work would be completed. Garbarski stated the work would be contracted out and done by 3rd parties. Township Board gave direction to proceed with the \$92,000.00 grants awarded to the Conservation Foundation on behalf of Campton Township and to have an actual agenda item on the special board meeting. Trustees Varsho & Miller made that request.

Master Comprehensive Plan – Joe Garbarski also discussed this and the property purchase recommendations. Supervisor Kubar asked to have 2001 and older properties ready to discuss at the Special board meeting. Garbarski stated he would be giving the board any changes or amendments to the old Plan and details on the new Comprehensive Plan at the special board meeting. Garbarski also thanked the Township Staff, especially Office Administrator Ruth Rottmann, for all her help.

Supervisor Kubar requested to schedule a special board meeting Thursday, September 9th @ 6:30pm. All trustees stated they were available.

5. Reports:

Highway Commissioner – Sam Gallucci:

- The Highway District Performed the following tasks in Campton Township & the Village of Campton Hills:
 - Cross walks painted on Brown Road, Old La Fox Road, Wasco Road & in the Fox Mill Subdivision.
 - Ditch work completed on Arbor Creek Road, Hilltop Drive, Hunters Hill Drive & Willowbrook Drive
 - Down Trees were removed on Deer Run Drive, Evergreen Drive & Forest Glen Lane
 - Grate cover installed over culvert end on Clydesdale Court
 - Gravel cleanup completed on Colt Drive, Deerhaven Trail & Hunters Ridge Lane
 - Shoulder gravel applied on Ancient Oaks Lane, Anderson Road, Beith & Bolcum Road.
 - Stop Bars painted on numerous Roads within the Township.
 - Storm Damage cleanup completed on several roads on 7/14 & 7/16
 - Tree Trimming completed on Bolcum and Farmview Roads
 - Tree removal completed on Bolcum & Old Burlington due to visibility issues.
 - Cold Patching, Dura Patching, Grate clean-outs, street cleaning, tree trimming and mowing were all completed through Campton Hills and the Village of Campton Hills.

- Culvert work was completed on several roads this month.
- Sign work was completed on Venetian Way, Citation Lane. 20MPH sign installed on Town Hall Extension Road. 45MPH signs on Townhall & Campton Hills Roads.
- The Highway District performed the following tasks within the Intergovernmental Agreement for the Village of Campton Hills in Plato Township:
 - Cold patching Crawford & McDonald Roads, gravel repairs on Connors & McDonald Roads.
 - Ditch mowing on McDonald, Kendall & Connors Roads
 - Painting of road striping on McDonald Road.
- Tasks performed within Intergovernmental Agreement with Lily Lake
 - Cold Patching and Dura Patching on Heather Lane
- Tasks performed within Intergovernmental Agreement with Virgil Township
 - Dura Patching on Welter Road, Winters Road & Wooly Road

Assessor - Alan D. Rottmann: Assessor Rottmann stated he looked, but that Kane County has not set a publication date for the Campton Township Assessments yet. The Assessor's Office has been preparing for upcoming Board of Review season by entering and reviewing sales data and reviewing and valuing new construction permits as they arrive. Rottmann also mentioned Staff attended continuing education exam courses August 5th through the 8th to maintain necessary State of Illinois Certifications. The Office has also been receiving and meeting with residents on complaints of the property taxes being so high.

Solid Waste District – Bryan Kerwin, President: Solid Waste President Kerwin stated the District will have a full Board officially in October. LRS is continuing to resolve complaints and calls for complaints are down. Two of the 30 allowed dumpsters in the 5-year contract with the Township have been utilized as of the meeting date. These are being used at Gray Willows.

Financial Report – Rebekah Flakus, Finance Director: Finance Director Flakus stated: She made some typo's in her Financial Report.

- Town Fund Revenues should be \$16,903.62 for the month and \$503,740.80 year to date. The report lists the year to date amount as the monthly amount in error.
- Road District Fund Revenues should be \$62,420.70 for the month and \$979,037.66 year to date. The report lists the year to date amount as the monthly amount in error.

- Open Space Fund Revenues should be \$48,451.43 for the month and \$1,375,005.39 year to date. The Report lists \$1,327,902.87 as the monthly amount in error.

Finance Director Flakus also discussed the extensive work lately on Grants and the Audit work. The Fiscal Year ending March 31, 2025 Audit Fieldwork will begin August 25th. A breakdown of all the Grants she is currently working on are listing in her financial report including

- Grant #17-01021 \$750,000.00 Land Acquisition reimbursement grant through the Illinois Department of Natural Resources, Land & Water Conservation Fund.
- Grant #17-01036 \$750,000.00 Land Acquisition reimbursement grant through the Illinois Department of Natural Resources, Land & Water Conservation Fund.
- Grant #HR250005 \$45,000.00 Grant for improvements to the Community Center from the Illinois Department of Commerce & Economic Opportunity.
- Grant #OS-25-2584 for \$600,000.00 from the Illinois Open Space Land Acquisition & Development (OSLAD) grant for improvements to the Anderson Park Fields.

Corron Farm Preservation Society update – Laurel Garza, President: Absent.

Operations Manager – Tom Serewicz: Operations Manager Serewicz stated:

At Anderson Park Mowing & Weed whacking, herbicide put on fence line and parking lot. Sprayed playgrounds for bees.

At Whitney Park Pruned trees and mowing and weed whacking.

At the Community Center Mowing & Weed whacking, herbicide put on fence line and restriping parking lot.

At Gray Willows Pruned trees and mowing and weed whacking, mowing trails. Getting quotes to tear down the house as well as cutting and hauling storm damage branches.

At Corron Farm Mowing trails and mowing grass and weed whacking. Tear down and build new goat fence. Re-grade and seed goat area and spread herbicide for weeds.

At Town Hall Mowing & Weed whacking and restriping parking lot.

At Brown Road Gardens Mowing & Weed whacking, mowing abandoned plots and rototill un-used plots.

At Lily Lake Mow & weed whack blue Park & Cemetery.

At the Headwaters Conservation Area Mowing & Weed whacking, mowing trails and pruning trees on trails.

At Poynor Park Mowing & Weed whacking, mowing and pruning trails, ballfield fence project completed and herbicide & restriped the parking lot.

At Town Hall Mowing & Weed whacking and restriping parking lot.

At Goldenstein Mowing & Weed whacking and obtaining quotes for care takers HVAC replacement.

In General office staff, Open Space outreach staff, and Open Space Natural Resources staff were assisted, attended manager meeting, attended open space & Anderson Park Grant Meetings and assisted with Open Space Conservation Foundation Meeting

Open Space Ecologist – Carter Dell: Open Space Ecologist Dell's report stated:

Natural Resources:

- Wrapped up mowing of sweet clover at Gray Willows, Anderson, Poyner, Headwaters, Harley & Corron locations
- Attended three Kane County Forest Preserve seed harvests.
- Cleared Gray Willows trail of blown down trees.
- Pruned trees along Headwaters Conservation Area.

Professional Development:

- Received Illinois EPA Open Burn Permit
- Reviewed grant funding options and plan
- Setup for and hosted The Conservation Foundation for a breakfast with the CEO
- Tabled National Night Out
- Carter attended 4 weekly webinar series sessions on forestry management through U of I Forestry Extension
 - Topics included: firebreak installation, legacy tree care, and immigrating invasive species
- Carter attended 2-day certificate course through U of I Forestry Extension on Invasive Species Management
 - In-depth chemical, cultural, and mechanical techniques and timing on specific key invasive species

Miscellaneous:

- Filled Community Garden tanks several times
- Mowed trails at Harley Woods
- Kept replacement dedication tree @ Corron watered

- Cleared around new dedication tree @ Corron and installed new signage and benches
- Cleaned out Gray Willows flag barn and filled up dumpster with garbage
- Cleaned out Gray Willows corn crib barn and made useable for parking trailers
- Maintenance on herbicide packs
- Maintenance on office garage and new planting around office
- Attempted maintenance on truck burn pump #80 and researched potential replacement options

Outreach Program Report– Kaitlyn Ruffino: Ruffino stated:

- National Night Out – Attended and spoke about both Outreach and Natural Resources Programs. Brought a tractor and a truck to Touch a Truck.
- Taking new reservations for rentals at Poyner Park, Gray Willows & Tool Shed/Corron Farm.
- Completed a memorial tree dedication with the help of Natural Resources. Discussed a plan for memorial trees and dedications going forward.
- ALL Wheels Show: working with Tom Serewicz to get the show planning started.
 - Meeting to discuss RC portion of the All Wheels Show
 - Handing out Flyers & collecting Raffle Items
 - Calls to previous sponsors to see about sponsorships this year.
 - Call to Tim Morgan on creating trophies again this year.
 - Getting Vendors lined up
 - Sponsors – Gold Sponsor – CTOSF, Platinum Sponsors – Squire Ale House & Friendly Ford.
- Prairie Fest: Worked with Joni Kubar
 - On new Signage & new yard sign design to put more up around town.
 - Picked up new signage from Banner up vendor.
 - Handing out flyers & working with Tom to hang up around town.
 - Collected items for the raffle.
- Social Media: pushing Prairie Fest and what we find around our Parks, August Newsletter was sent out & pictures of the gardens were taking for social media posts.
- Worked with Joe & Linda from CTOSF for a Kiwanis Grant for Outreach Supplies.
- Attended the Conservation Foundation breakfast and networked.
- Connected Carter and Fredrick Vogt (ECC Biology Teacher) for their upcoming Environmental Field Trip to Corron Farm Next month.

Kaitlyn Ruffino thanked everyone for all their help and assistance with her since the resignation of Outreach Manager Smith in May. It has been a big help during this adjustment.

Trustee Metzger just recommended that signs some changes to colors and sizes to make them easier to read for next year.

Planning Commission Report: – *Jesse Varsho, Chairman:* Chairman Varsho stated we had a meeting in July. There was a tour of the Gray Willows Pheasant House. The meeting they discussed the needs for Staff Offices and other uses for the house. The Commission plans to schedule another meeting for next month.

Trustee Metzger asked about this building and if it was being used currently. Trustee Varsho stated it is currently not being used for staff.

Supervisor Report: – *John Kupa:* Supervisor Kupa stated:

- Township is continuing its participation in the proposed Shodeen Development south of RT 64 and east of Brundidge Road. The Township has been working with the Forest Preserve district of Kane County in particular. They will be discussing several potential options and strategies for the Township's participation in potential acquisition of property in Executive Session tonight.
- Pam Snyder and I have been spending a considerable amount of time on multiple personnel issues this month. We have reached a successful resolution on the major personnel issue facing the Township. We will be reaching another resolution on another issue later this month. We will be discussing these items also in Executive Session this evening.
- The Township attended the Conservation Foundation membership meeting held at Corron Farm on July 19th. I presented on the successful relationship we have had with the Conservation Foundation over the last 25 years preserving Open Space. Carter Dell presented on our Open Space land and specific attributes of each property. Kaitlyn Ruffino also was there to support the meeting.
- We finally received the Waiver of Retroactivity for the Goldenstein Farm East Property. This will allow the Township to use the \$500,000 payment we applied to the Conservation Foundation's bridge loan under their Buy and Hold Program, to be credited towards the \$750,000.00 LAWCON Grant.
- The Township is now working with the Conservation Foundation to purchase the Goldenstein Farm – East property from them. We are trying to complete the closing either near the end of August or in early September.
- Just a reminder, the Township will be holding its Prairie Fest this Saturday, August 16th. Long Range weather forecast tells us that the weather will be great.

6. Approval of Minutes:

a.,b. & c. Board Meeting minutes from April 3, 2025, June 10, 2025 & July 15, 2025:

Trustee Varsho made a motion to table all three of these minutes as Clerk Johansen was not in attendance. Trustee Murphy agreed and stated she will continue to offer help in completing the minutes if needed. Motion was 2nd by Trustee Miller. In a voice vote Supervisor Kubar and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion to table passed.

7. Citizens' Comments (comments to be kept to a maximum of 3 minutes): None.

8. Old Business – Presentation and Discussion for Action: None.

9. New Business – Presentation and Discussion for Action:

a. Review and Act Upon Approval to have a special board meeting regarding CTOSF Comprehensive Mast Plan: Trustee Varsho moved the Board motion to have the special meeting on September 4th at 6:30pm at the Community Center. Trustee Miller seconded the motion. In a roll call vote Supervisor Kubar and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed.

b. Review and Act Upon Approval to open a BMO bank account for the Anderson Park Grant: Trustee Murphy moved the Board approve to proceed and open the new BMO bank Account to facilitate the grant work. Trustee Varsho seconded the motion. In a roll call vote Supervisor Kubar and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed.

c. Review and Act Upon Approval to replace furnace and air conditioning at Goldenstein West: Tom Serewicz gave brief overview of the three quotes attached in board packet and that current one was over 25 years old and not working. It is an unbudgeted expense and on agenda for approval. Trustee Varsho moved the Board approve to replace furnace and air conditioning at Goldenstein West not to exceed \$12,000.00 using Mike's Heating and Air. Trustee Metzger seconded the motion. In a voice vote Supervisor Kubar and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed.

d. Review and Act Upon updating Purchasing Policy: Supervisor Kubar stated the Policy hasn't been reviewed or updated in ten years. Staff member Pam Snyder was recommending the thresholds for approvals be updated inline with State and Kane County guidelines. Trustee Murphy also recommended updating the tiers for approvals within the Township from

A - \$500

B - \$1000

C - \$1001-\$4999

Updating these to higher amounts would also give more flexibility with the higher prices of items. On section 'E' Trustee Murphy also recommended removing 'IF' from the sentence. She also recommended putting the title of the employee who handles the petty cash. Trustee Murphy moved the Board to table the approval to the next meeting. Motion was 2nd by Trustee Metzger. Motion is tabled.

10. Claims and Demands Authorized for Payment:

a. Town Fund \$12,123.13: Trustee Metzger moved the Board approve the claims and demands on the Town Fund in the amount of \$12,123.13. Trustee Varsho seconded the motion. In a roll call vote Supervisor Kuper and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed.

b. Road and Bridge Fund: \$48,698.54: Trustee Metzger moved the Board approve the claims and demands on the Road and Bridge Fund in the amount of \$48,698.54. Trustee Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed.

c. Capital Improvement Fund \$0

d. Open Space Fund \$40,439.35: Trustee Metzger moved the Board approve the claims and demands on the Open Space Fund in the amount of \$40,439.35. Trustee Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed.

10. Executive Session – Review Executive Session Minutes of February 13, 2024; Land Acquisition; Personnel issues; Legal Issues: Trustee Varsho moved the Board go into Executive Session for the purpose of reviewing the Executive Session minutes of July 15, 2025, land acquisition, personnel and legal issues at 7:41pm. Trustee Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Varsho, Murphy, and Metzger voted aye. The motion passed and Executive Session began at 7:42 p.m.

11. New Business Continued: Supervisor Kuper reconvened the regular session at 8:20 p.m.

aa. Review and Act Upon Whether to Approve Executive Session Minutes of July 15, 2025: Trustee Varsho moved table the Board approval the Executive Session minutes of July 15, 2025. Trustee Miller seconded the motion. In a roll call vote Supervisor Kuper and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion was tabled.

12. Adjournment: Trustee Varsho moved the Board adjourn the meeting. Trustee Metzger seconded the motion. In a voice vote Supervisor Kuper and Trustees Varsho, Murphy, Miller and Metzger voted aye. The motion passed, and the meeting adjourned at 8:22 p.m.

Respectfully Submitted,

Rebekah Flakus