

MINUTES of a regular public meeting of the Township Board of Campton Township, Kane County, Illinois, held at the Community Center, located at 5N082 Old LaFox Road, St. Charles, Illinois, in said Township at 7:30 p.m., on the 11th day of February 2014.

**1. 2. 3.** The meeting was called to order by the Supervisor, and upon the roll being called, John M. Kupa, the Supervisor, and the following Trustees of the Township Board, all being physically present at said location, answered present: Victoria Vandiver, Elizabeth Murphy, and Greg VanZandt.

The following Trustee was absent: Thomas Stutesman

The Pledge of Allegiance was recited.

The Township has no rule or procedure permitting audio/video attendance at meetings.

**4. Reports:**

*Highway Commissioner – Sam Gallucci:* J. Kupa asked how is the salt holding out? Commissioner Gallucci stated once through the Township and Village uses 90 to 101 tons of salt. We are 1500 tons over what we normally use. The price for salt was \$51.50 per ton. It is now \$117.00 per ton. We are using surplus money. The salt is on barges frozen over on the Mississippi River. We have been out 10 straight weekends using much fuel and overtime. There is over 64 inches of snow so far this year which is the third highest total. Eighty nine and a half inches was the highest snow total in 1978-79. We are heading that way now. The next step will be potholes created by this weather. We are already fixing them now. G. VanZandt stated the Highway District crew is doing a great job in trying circumstances. Commissioner Gallucci continued we plowed and salted on 1/5, 1/6, 1/10, 1/11, 1/14, 1/15, 1/19, 1/21, 1/22, 1/23, 1/25, 1/26, 1/27, 1/30, and 2/1/2014. Snow was widened on all streets and intersections throughout Campton Township, the Village of Campton Hills, and the Village of Campton Hills in Plato Township due to drifting snow. Snow was winged back for safety concerns in subdivisions and main roads in the Township, the Village, and the Village in Plato Township. Snow was pushed back from sewer grates to prevent flooding in Fox Mill, Woodbridge, and Tall Pines subdivisions. Mailboxes damaged during snowplowing were repaired. Untreated salt was mixed with geo-melt for future use. Roadways were assessed for drainage problems, pot holes, and culvert permits throughout the Township and Village. Potholes were repaired with cold patch throughout the Township and Village. Trees were trimmed in the Deer Run and Prairie Creek subdivisions. Intersections were swept in the Township and Village on a weekly basis. Stop signs were checked on a weekly basis in the Township and Village and damaged or missing ones replaced. Ongoing maintenance on Township vehicles and equipment was performed in house by Highway District staff.

*Assessor – Alan D. Rottmann:* Assessor Rottmann stated the Board of Review is wrapping up its hearings on property assessment appeals. The County set the multiplier of assessed property value at 1.00 times the assessed value. Township offices will be closed Wednesday for Presidents Day.

*Solid Waste District - President Debbie Ballot:* None.

*Financial Report – Louise McKay:* Finance Director McKay stated:

- the Township’s current auditor, Sikich, verbally proposed \$14,000.00 for the audit this coming fiscal year that is a decrease of just over 5%. Considering all the factors of setting up the new software, the bond refinancing, the reduced fee, and the year-end quickly approaching, I recommend Sikich for the Fiscal year-end audit of March 31, 2014.
- The new Dell server for Town Hall was delivered on January 31<sup>st</sup> and Mark Rake will be installing it early February. The goal is to have the server running on Abila software in February.
- The Bank of North America \$105,000.00 certificate of deposit in the Open Space 2010A PMA account matured this month. Trustee Murphy, who is a Certified Public Accountant (CPA), and I discussed the options PMA offered and selected the Bank of Baroda Certificate of Deposit with a .954% yield and a three year maturity.

- The budgeted transfers from Town Fund to General Assistance (\$2,500.00) and to Capital Improvements (\$7,300.00) were not made in January. The transfers will be made in February.
- I have been working on the 2014-2015 draft budgets in January. The January 31<sup>st</sup> workbook of Budget comparisons for the various funds was e-mailed on Monday. Board packets include printed lists of items/projects recommended by Open Space staff (Draft #2 Estimated Budget per site) and the Operations Manager (Parks, Maintenance and Operations List). An agreement or reconciliation needs to be prepared between the lists in Board packets and the January 31<sup>st</sup> draft budget.
- The monthly expenditure spreadsheets were e-mailed Friday. Town, Capital Improvements, and Open Space are within their total budget. Any of those line items over budget are offset by under budget line items. The unusually severe winter weather is causing over budget line items related to clearing roads for the Road District. If this weather continues the Road District will incur line items over budget that will exceed the total budget.

*Village of Campton Hills – President Patsy Smith:* President Smith stated Campton Hill's new Village administrator worked in cooperation with Campton Township Highway Commissioner Gallucci to obtain a grant to repave Campton Hills Road from LaFox Road to Happy Hills Road. Also, she participated in a discussion with the Kane County Forest Preserve and the Fox Mill Homeowners Association regarding the Fox Mill open space.

*Open Space Staff Report – Kristin Bilar:* Parks and Open Space Coordinator Bilar stated the monthly volunteer workday that was scheduled for Saturday February 8<sup>th</sup> was canceled due to weather. Monthly volunteer workdays are normally scheduled for the second Saturday of the month from 9:00 a.m. to noon. The postcard informing residents about the Campton Township open space website was mailed. Work was done on the open space presentation in the Annual Meeting booklet and for the Annual Meeting. The Open Space budget was worked on. Denise Morgan attended a seminar at the Morton Arboretum on trees and storm damage prevention. Denise and Lisa Mertz attended a seminar on invasive species. There will be a class on animal tracks at Corron Farm on February 15<sup>th</sup> by guest naturalist Brock Moran. A grant application was mailed for a more detailed look at restoring the dairy barn at **Corron Farm**. The annual wetland mitigation report was received from V3. The final report on the woodchuck study was that no woodchucks were captured on open space so there was no further report. There was no report on *Anderson Park, Brown Road Meadows, Burlington Park, the Community Center, Town Hall, Gray Willows, Harley Woods, LaFox Fields, Mongerson Park, or Poynor Park*.

*Open Space Program Manager – Lisa Mertz:* In her first monthly report Lisa thanked the Board for the opportunity to work for the Township. She also thanked each of the staff members for welcoming her onto their team, and for assisting her in learning her new surroundings. She stated the following activities are complete, on-going, or soon to be started:

- She set up a new work station and is learning general office procedures that include new **IT (information technology) equipment** – computer operating system, and updated software programs. She is working with Mark Rake of IT to address computer issues and difficulties with e-mail access.
- She is working with Kristin Bilar and Tom Serewicz to learn the vehicles, equipment, and other township **resources currently available**. She took a driving tour of open space properties with Jack Shouba and Kristan Bilar. She will become more familiar with the parks and natural areas as weather and site conditions permit.
- She drafted a revised **job description** for the Open Space Coordinator. The new job title (Natural Resources Coordinator) and the updated objectives and duties highlight the responsibilities and skills required for this position.
- She is working with an Eagle Scout to finalize plans for the installation of the Horseshoe Trail at Gray Willows. She gathered information on **Eagle Scout projects** in general and began coordination with 3 other Eagle Scout candidates. She consulted professionals on recommended specifications for trail creation and required maintenance. She will be attending an informal Cub Scout presentation for their civics badges given by Trustee Vandiver on February 15<sup>th</sup> at Town Hall. She will complete a campsite registration form in the coming week.
- She is networking and **growing public awareness** through e-mails, attending events, on-line posts, and new connections on her LinkedIn account. She created a "company" LinkedIn profile for the Open Space Program and is now inviting followers. We are posting announcements for

upcoming events such as the Animal Tracks Program on February 15<sup>th</sup>. We are working with Jack Shouba to design inexpensive promotional materials such as attractive and informative bookmarks. She was contacted by a local news website reporter and may provide an interview, as per Board approval.

- Lisa sent an e-mail introducing herself to Open Space Volunteers and announced plans to expand the **Volunteer Program**. She met with a group of Garfield Farm volunteers and worked with them in preparing their newsletter mailing. She learned about their indoor volunteer opportunities, and heard their questions and suggestions for our Open Space Program.

*Operations Manager – Tom Serewicz:* Tom was on vacation but he appeared by written report. At **Gray Willows** the barn roof is secured. We are waiting for electrical quotes on the caretaker's house. At **Burlington Park** we began a plat of survey that includes the buildings. All properties are plowed and open to access. Heat is on at all properties. The tear down of the Norton barns continues as weather permits. That lumber will be stored at Gray Willows and used to restore the big barn at Corron Farm. There is nothing to report on Town Hall, the Headwaters Conservation Area, Harley Woods, Anderson Park, Corron Farm, or Poynor Park.

*Educational Opportunities at Campton Properties – Trustee Vandiver:* Trustee Vandiver stated

- she presented an educational program February 15<sup>th</sup> from 1:00 p.m. to 2:00 p.m. at Town Hall. She led a group of Cub Scouts from Den 3, Pack 165, Ferson Creek School on a 45 minute presentation on Township government. This was about Campton Township and voting for the scouts to earn their Citizen Merit Badge. "A township is a unit of local government which consists of a Supervisor, Clerk, Board of Trustees, Highway Commissioner, Assessor, and staff. This is sometimes referred to as grassroots government as envisioned by Thomas Jefferson. Some of the duties of the township are to take care of local roads and highways, assess property, give general assistance, take care of local cemeteries, parks and open space properties, community buildings, and to work with other government agencies as necessary. A township is 36 square miles. Settlers arrived in Campton Township in 1835 and Town Hall was built in 1874. Famous settlers include Charles Ingalls, father of Laura Ingalls author of the Little House on the Prairie series. Cub Scouts participated as a Town Board with ballot box voting on whether to allow a second candy store to move in when zoning only permits one candy store. The Board tied and Clerk Johansen broke the tie by choosing Reeses Peanut Butter cups. Open Space Program Manager Lisa Mertz attended and will be included in brainstorming ideas on presentations of this nature being held at Town Hall.
- Trustee Vandiver continued by stating she would like approval from the Board to put together a Campton Township open house. This would be to introduce the Board, program managers, and staff in a social meet and greet with invitees that include the scouting community from Campton Township, and the Principals and/or science teachers from the area. We can have a power point presentation on parks and open space, and go over the usage of the Gray Willows site as well as other opportunities we may have in the township such as scout volunteer days throughout the summer. She suggests we host this in late April.

*Joint Environmental Resource Management Committee – Rob Linke, John Kupa, Greg Van Zandt:* No meeting.

*Supervisor Report – John Kupa:* Supervisor Kupa stated on January 24<sup>th</sup> Trustee Murphy, Finance Director McKay (both CPA's) and himself were interviewed by Standard and Poors to evaluate Campton Township's financial condition and management practices in order to establish a rating prior to issuance of new general obligation bonds. The interview went very well.

**As a result of the interview, a review of our management practices, and financial management of the township, we received a AA rating, that is excellent for a governmental entity such as ours. The AA rating was based on:**

- **Strong management with good financial practices and policies.**

- **Weak debt and contingent liabilities position, despite rapid amortization.**
- **Very strong budgetary flexibility with fiscal 2013 audited reserves at 60% of general fund expenditures.**
- **Strong budgetary performance, which takes into account projections of break-even general fund results in fiscal years 2014 and 2015.**
- **Very strong liquidity providing strong cash levels to cover both debt service and expenditures.**
- **Strong economy, which benefits from participation in the broad and diverse economy of the Chicago metropolitan statistical area (MSA).**

Campton Township sold its General Obligation Refunding Bonds today (\$8.885M). We had four bidders including:

- **Robert Baird**
- **BMO Capital Markets**
- **BOSC Inc., and**
- **Raymond James**

**Our new rate on these bonds is 1.7020 percent. The retired bonds had rates of 4.75% (2001 Series \$3.8 M, 4.2% (2002 B series \$3.3M), and 3.6% (2005 B Series \$3.6 M). The refunding more than cut interest rates in half and this will save the Township several hundreds of thousands of dollars in interest payments.**

#### **5. Approval of Minutes:**

*a. Board Meeting January 14, 2014:* G. VanZandt moved the Board approve the minutes of the meeting of January 14, 2014. E. Murphy seconded the motion. In a voice vote Supervisor Kuper and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

#### **6. Citizens Comments:** Clerk Johansen stated:

- he received notice from Township Officials of Illinois (TOI) that township topics day will be held in Springfield on Wednesday April 30<sup>th</sup>. This is our chance to meet with State Senators and Representatives and interact with them on topics of interest to townships. In the past Supervisor Kuper, Assessor Rottmann, and myself have gone down there to discuss our concerns with state officials. The Clerk said he would go and asked others if they would also go. Trustee Vandiver stated she thought she would go as well. The other Board members said they would look at their schedules and let the Clerk know.
- R. Johansen stated speaking as a citizen he was asking for a no vote on the "Show You Care Kane Public Question" on the March 18<sup>th</sup> primary ballot because a yes vote will put a new taxing body on residents' property tax bills. This new taxing body will be able to ask for additional tax increases in future referendums.

#### **7. Old Business – Presentation and Discussion for Action:** None.

#### **8. New Business – Presentation and Discussion for Action:**

*a. Review and Act Upon Carter Dell Eagle Scout Project at Gray Willows:* Carter Dell presented his Eagle Scout project to the Board by stating his Troop wants to work with the Township on a fire pit with benches around it at Gray Willows. The fire pit will consist of a 6 foot corrugated ring with limestone around it and benches around that. He requests Board approval before going to the Scout council. He needs a signature of support. His Troop is planning on using the Gray Willows campsite once it opens. He plans on a 3 foot fire in a 6 foot fire pit. J. Kuper stated check with Chris Ranieri with the Village of Campton Hills for the fire pit dimensions. He thanked Carter Dell for his proposed Eagle Scout project. V. Vandiver moved the Board approve Carter Dell's Eagle Scout project at Gray Willows. G. VanZandt seconded the motion. In a voice vote Supervisor Kuper and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

*b. Review and Act Upon An Ordinance providing for the issue of approximately \$8,885,000 General Obligation Refunding Bonds, Series 2014 for the purpose of refunding certain outstanding bonds of Campton Township and the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds:*

The Supervisor announced that the next item for consideration on the agenda was the issuance of the Township's general obligation bonds and that the Township Board would first consider the adoption of an ordinance authorizing the sale of the General Obligation Refunding Bonds, Series 2014, and the levy of a direct annual tax sufficient to pay the principal of and interest on the bonds.

Whereupon John Kupa presented and Dave Phillips explained an ordinance which was before the Township Board in words and figures as follows:

ORDINANCE NUMBER 14-1

AN ORDINANCE authorizing the sale of \$8,770,000 General Obligation Refunding Bonds, Series 2014, of Campton Township, Kane County, Illinois, and the levy of a direct annual tax sufficient to pay the principal of and interest on said bonds.

Trustee Greg VanZandt moved and Trustee Elizabeth Murphy seconded the motion that said Ordinance as presented and read by the Township Clerk be adopted.

After a full discussion thereof, in the presence of a quorum at all times, including a public recital of the nature of the matter being considered and such other information as would advise the public of the business being conducted, the Supervisor directed that the roll be called for a vote upon the motion to adopt said Ordinance as read.

Upon the roll being called, the following members of the Township Board voted:

AYE: JOHN KUPAR, VICTORIA VANDIVER, ELIZABETH MURPHY, GREG VANZANDT.

NAY: NONE

Whereupon the Supervisor declared the motion carried and said Ordinance adopted, approved and signed the same in open meeting and directed the Township Clerk to record the same in the records of the Township Board of Campton Township, Kane County, Illinois, which was done.

*c. Review and Accept Low Bid General Obligation Bonds, Series 2014:* J. Kupa stated this bond refunding will stabilize the tax rate so that taxes do not increase due to the decline in EAV (equalized assessed valuation). Dave Phillips of Speer Financial, Inc. stated bids on the bonds were taken this morning for restructuring the bond levies. There were four bidders with Robert W. Baird & Co. Inc.

being the low bidder at 1.7022%. He recommended that bid for the \$8,885,000 General Obligation Refunding Bonds Series 2014. E. Murphy moved the Board accept the low bid of 1.7022% of Robert W. Baird & Co. Inc., Milwaukee, Wisconsin for the \$8,885,000 General Obligation Refunding Bonds Series 2014. G. VanZandt seconded the motion. In a roll call vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

*d. Discuss Draft Budget for Fiscal Year 2014-2015:* J. Kupa stated we have a draft budget for the township and Road District. Discussion ensued. It was decided to continue the discussion at a Special Board meeting on February 27<sup>th</sup> at 7:30. V. Vandiver moved the Board table agenda item 8. d. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

#### **9. Claims and Demands Authorized for Payment:**

*a. Town Fund \$10,308.93:* G. VanZandt moved the Board approve the claims and demands in the amount of \$10,308.93 on the Town Fund. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

*b. Open Space Fund \$18,771.84:* E. Murphy moved the Board approve the claims and demands in the amount of \$18,771.84 on the Open Space Fund. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

*c. Capital Improvement Fund \$4,429.72:* G. VanZandt moved the Board approve the claims and demands in the amount of \$4,429.72 on the Capital Improvement Fund. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

*d. Road & Bridge Fund \$152,590.10:* G. VanZandt moved the Board approve the claims and demands in the amount of \$152,590.10 on the Road and Bridge Fund. E. Murphy seconded the motion. In a roll call vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

**10. Executive Session – Review Executive Session Minutes of January 14, 2014; Personnel:** E. Murphy moved the Board go into Executive Session for the purpose of reviewing Executive Session minutes of January 14, 2014 and personnel. G. VanZandt seconded the motion. In a voice vote Supervisor Kupa and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed and Executive Session began at 9:10 p.m.

**11. New Business Continued** – Supervisor Kupa resumed the regular session at 9:15 p.m.

*e. Discuss and Act Upon Approve Executive Session Minutes of January 14, 2014:* V. Vandiver moved the Board approve the Executive Session minutes of January 14, 2014. G. VanZandt seconded the motion. In a voice vote Supervisor Kupa and trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed.

**12. Adjournment:** V. Vandiver moved the Board adjourn the meeting. G. VanZandt seconded the motion. In a voice vote Supervisor Kupa, and Trustees Vandiver, Murphy, and VanZandt voted aye. Trustee Stutesman was absent. The motion passed at 9:20 p.m.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Respectfully Submitted,

Richard Johansen

Clerk