

1. 2. 3. The January 14, 2014 Board meeting was called to order by Supervisor Kupa at 7:30 p.m. at the Community Center. The Pledge of Allegiance was recited. Clerk Johansen called the roll with Supervisor Kupa and Trustees Stutesman, Vandiver, and Murphy present. Trustee VanZandt was absent.

4. Reports:

Highway Commissioner – Sam Gallucci: Commissioner Gallucci's report stated roadways were snowplowed and salted on 12/8, 12/9, 12/11, 12/14, 12/16, 12/20, 12/21, 12/22, 12/25, 12/29, 12/30, 12/31/2013, and 1/1, 1/2, and 1/4/2014. Streets and intersections were widened throughout Campton Township, Village of Campton Hills, and Campton Hills in Plato Township due to drifting snow. Subdivisions and main roads were snowplowed and winged back for safety concerns in Campton Township, Village of Campton Hills, and Village of Campton Hills in Plato Township. Mailboxes and posts damaged due to snowplowing were repaired. Trees were trimmed on all snowplow routes. On 12/12/2013 Campton Township highway crewmen attended Flagger Training Class. All intersections in Campton Township and the Village of Campton Hills were swept on a weekly basis; all stop signs in the Township and Village were checked on a weekly basis and damaged or missing ones replaced; roadways were assessed for drainage problems, potholes, and culvert permits throughout the Township and Village; and potholes were repaired with cold patch throughout the Township and Village. Ongoing maintenance was performed on Township vehicles and equipment in house by Highway District staff. V. Vandiver stated thank you to Sam and his crew for keeping the roadways open. E. Murphy stated she agreed. J. Kupa asked how is the salt going? L. McKay stated Sam had to go to the County for more salt.

Assessor – Alan D. Rottmann: Assessor Rottmann stated he wrapped up the 2013 assessments and is beginning 2014. We are currently having server problems. J. Kupa asked is there any uptick in building permits? Answer there was some uptick in vacant lot sales. We could see a construction increase later from these lots. Any uptick in EAV (Equalized Assessed Valuation)? Answer was no because we need to see appreciation over three years to see what is happening.

Solid Waste District - President Debbie Ballot: No Report.
Trustee VanZandt arrives.

Financial Report – Louise McKay:

- Finance Director McKay stated December 31 is the end of the quarter for payroll reporting taxes and represents the end of the year for payroll reporting. Payroll records for the quarter and for calendar year 2013 were reconciled. The payroll returns for the quarter have been prepared and the yearly data was forwarded for printing of W-2's.
- Several deposits were received this month for the Open Space Fund. Two additional checks were deposited this month for licenses to farm. These deposits complete all the payments due this year for the licenses.
- The bid openings for the Gray Willows barn roof took place at the Community Center on Monday, January 13th at 1:10 p.m. The tallied bids were forwarded to you by e-mail today and are in tonight's Board packet.
- The levies for the Township and the Road District that were approved and signed at the December 10th meeting have been filed with the County. The confirmations of the levies have also been signed and returned to the County.
- The monthly expenditure spreadsheets were e-mailed to Board members on Friday and are in tonight's Board packets. Town, Open Space, and Road & Bridge are within their total budget. Any over budget line items are offset by under budget line items.

Village of Campton Hills – President Patsy Smith: Village President Smith stated the Village is obtaining three grants for improvements. The first is for CMAP to rewrite the Village's subdivision ordinance. The second is a \$600,000 grant for the Highway District to asphalt Campton Hills Road east of LaFox Road. The third is to complete certain sidewalks as part of a Safe Walks to School Grant.

Open Space Staff Report – Kristan Bilar: Parks and Open Space Coordinator Bilar stated

- the monthly volunteer workday that was scheduled for January 11th at Norton Farm was canceled due to icing. Volunteer workdays are scheduled for the second Saturday of each month from 9:00 a.m. to noon.
- The brochure for the Headwaters is done, and the website is ready to go live.
- The postcard mailer for the Open Space website is ready to go.
- She attended a webinar on invasive species management in difficult economic times
- She is organizing files in preparation for an application to dispose of records.
- At **Corron Farm** staff is working on applying for a matching grant of \$2000 to help pay for evaluating repairs to the dairy barn, and they are cleaning the lower level of the dairy barn.
- At **Gray Willows** the brush pile near the cemetery was burned.
- At **Harley Woods** a volunteer workday was snowy but productive.
- A meeting was held with **Jack Anderson for the yearly update on his easement**. K. Bilar stated he is planning on moving into the home and will put an addition on the house that will stay within the building envelope.
- There is no report on Anderson Park, Brown Road Meadows, Burlington Park, the Community Center, the Headwaters Conservation Area, LaFox Fields, Mongerson Park, Poynor Park, or Town Hall.

K. Bilar then presented Mark Bushhouse of Williams Architects to speak on his quotes for open space building evaluations stating she got this too late to put on the agenda. M. Bushhouse stated they propose a scope of work for Corron Farm, the Headwaters, Gray Willows, and Burlington Park **that includes:**

1. A visual survey of all structures, including the interior and exterior, identifying areas of concern.
2. Evaluating each property in terms of accessibility from parking and accessibility through each facility.
3. Determining the architectural, historical, and cultural value of each property.
4. Provide options for reuse.
5. Prepare a final report of observations and recommendation.

They propose to do the above work for a fixed fee of \$22,065 that includes one hard copy and a digital copy of the report. He suggested the Township also hire Mechanical, Electrical, and Plumbing Engineers to evaluate the MEP systems of select facilities to determine the options to continue their use, provide needed maintenance, replace and/or upgrade or determine to cease use of the facility. The Township may also hire Civil Engineers to evaluate the existing well and/or septic systems to determine their capacity, condition, needed maintenance, required upgrades and/or replacement for select properties. Campton Township will provide Williams Architects in an organized manner all pertinent site and building structure drawings and information that would inform Williams Architects the best information the Township has about the involved systems, materials, and components that are to be reviewed. The Township already has some of the barns reviewed and this work is not to be repeated by Williams Architects. **Services that are not included:**

1. Detailed or extensive review of the existing conditions.
2. Site surveying, soil borings, materials testing.
3. Environmental review, investigation or testing.
4. Design of any replacements or improvements.
5. Structural engineering review, analysis, investigations, or design.
6. Detailed cost estimating.
7. Measuring or drawing of any of the reviewed systems, buildings, and/or structures.
8. Review of code requirements and/or current non-compliance.
9. Compliance with the ADA or State of Illinois Handicapped Accessibility requirements.
10. Any guarantee that the estimated life expectancy and replacement costs will not vary from those included in the deliverables.
11. Review by Mechanical, Electrical, Plumbing Engineers unless their services are added by Campton Township.

12. Review by Civil Engineers unless their services are added by Campton Township.

Williams Architects recommends that Campton Township determine whether to hire the services of Mechanical, Electrical, and Plumbing Engineering firms to evaluate the MEP systems at selected facilities. The engineers can be hired to work directly with Campton Township or their services can be added to those provided by Williams Architects, so that Williams Architects will coordinate their work and mark up the fees of the MEP Engineers times a 1.15 multiplier. Williams Architects recommends that Campton Township budget approximately \$18,000 to \$30,000 to have 12 to 20 facilities reviewed as described above. We recommend the Township determine whether to hire a Civil Engineering firm to evaluate the well and septic systems at selected facilities. The engineers can be hired to work for Campton Township or their services can be added to those provided by Williams Architects so that Williams Architects would coordinate their work and mark up the fees of the MEP Engineers times a 1.15 multiplier. We recommend the Township budget \$2,000 to \$2,500 per site. Williams Architects can assist Campton Township to secure proposals from qualified firms for the Township's review and selection. J. Kupa stated it would be nice to have a set list of criteria for them to respond to. Mr. Bushouse responded it is illegal for you to go out to bid. J. Kupa stated we can consult with the Township attorney. Do you look at historical value of buildings? Answer was we are not equipped to evaluate historical value.

Operations Manager – Tom Serewicz: Operations Manager Serewicz stated:

- At **Gray Willows** some of the former caretaker's house has been gutted and a dumpster filled in preparation for remodeling into office space to be used by open space staff. A tree on a trail was cut down and hauled away. The gate was opened for barn roof contractors to come on site.
- At the **Headwaters Conservation Area** the pile was burned at the Motz site and a service gate installed for the dog pen.
- At **Burlington Park** Trotter Engineering was contacted to do a plat of survey to enable Nicor gas service to the site.
- The **recovery of wood from the Norton barn** proceeds as we got the upper rafters down and removed for storage to the Gray Willows barn for later use in restoring the Corron Farm barn. The old wood is really nice, straight and sound. We negotiated an extension on the Norton barn demolition with the County until 2/28/14.
- The heat is on at all properties.
- Access to all properties where needed has been plowed and salted.
- The OSHA (Occupational Safety and Health Administration) book is near completion.
- There is nothing to report on Town Hall, Harley Woods, Anderson Park, Corron Farm, or Poynor Park.
- We still need a dump truck. Village President Smith stated tell us what you want. The Village may be able to get you new military equipment for low cost.

Educational Opportunities at Campton Properties – Trustee Vandiver: Trustee Vandiver stated **welcome to Lisa Mertz, Program Manager of the Campton Township Open Space Program**. Lisa will be setting up reservations for scout activities at Gray Willows this summer.

Joint Environmental Resource Management Committee – Rob Linke, John Kupa, Greg VanZandt: J. Kupa stated there is no report because the Committee did not meet this month.

Supervisor Report – John Kupa: Supervisor Kupa stated:

- he wished everyone a happy and prosperous new year. This is going to be an exciting year because we will install a new roof on the Gray Willows horse barn, and stabilize the Corron Farm dairy barn.
- We decided on a strategy for the refinancing of some of the Township's Open Space bonds. We will be partially refunding Bond Series 2001, 2002B, and 2005B. We will be issuing new bonds at a lower interest rate. This refunding will amount to approximately \$9.0 million. In 2016, we will start the process to refund another bond series.

- I would like to welcome Lisa Mertz as the newest member of the Open Space staff. She will become the Program Manager for the Open Space Program. Lisa graduated from Northern Illinois University with a Bachelor of Science, Cum Laude, in Natural Environmental Systems. In her career she has served as a Resource Conservationist with the Kane-DuPage Soil and Water Conservation District; Restoration Technician with Tall Grass, LLC, and Witness tree Native Landscapes; and served as a Wetlands Biologist – Regulatory Project Manager with the United States Army Corps of Engineers. Some of the first priorities Lisa will focus on will be:
 1. Developing Strategic Plans and setting priorities for the Open Space properties.
 2. Develop an Open Space Volunteer Program.
 3. Develop funding and grant opportunities. , and,
 4. Develop youth and community education programs.
- We received a notice from the Village of Campton Hills for a rezoning request on a farm located at 41W847 Beith Road. The petitioners are requesting rezoning from E-2 (estate) to a PUD (planned unit development). The property has yet to be annexed into the Village. I would like our Planning Commission to review and comment.

5. Approval of Minutes:

a. Board Meeting December 10, 2013: G. VanZandt moved the Board approve the minutes of the meeting of December 10, 2013. T. Stutesman seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

6. Citizens' Comments: P. Smith stated Chris Ranieri, Campton Hills Building and Zoning officer, reported 12 building permits last year and 2 so far this year.

7. Old Business – Presentation and Discussion for Action:

a. Discuss and Act Upon Software Purchase: L. McKay stated the price range depends on how well we provide documentation to them. She doesn't think we will go into the higher range. She can do input on part of this to save cost. It's IT (information technology) setting it up. If there are "fuzzy" things, they can do remote training. E. Murphy moved the Board approve the purchase of Abila MIP Fund Accounting software through Sikich LLP. T. Stutesman seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed. Sikich LLP requests these minutes state Sikich is accepting this engagement as accountants rather than as auditors.

8. New Business – Presentation and Discussion for Action:

a. Review and Act Upon Ryan Zakin (Troop 13) Eagle Scout Project, Gray Willows "horseshoe trail": Eagle Scout candidate Ryan Zakin distributed a handout to the Board and presented his proposal to lead his scout troop in building a "horseshoe trail" 1/3 of a mile in length at Gray Willows. A golf cart has already mowed a trail down. Next is to remove all brush and place a path of wood chips along the trail. This will be followed by placing markers of the biodiversity that exists along the trail. Starting Saturday, March 29th they will begin to clear the path and use weed control. They will collect the dead wood and place the biodiversity markers as they go. He estimates it will take 3 weekends to complete. No funds from Campton Township will be needed. He has a large group available to help including 105 members of his scout troop, plus other troops, and a Cub Scout troop is also available. Open Space Development Coordinator Shouba stated chain saws are not allowed to be used by members of the public. Only Open Space staff members can use chain saws on township property. Supervisor Kuper stated he earned Eagle Scout rank himself when he was in scouts so he knows the work that is involved in succeeding at this level. G. VanZandt moved the Board approve Ryan Zakin's Eagle Scout project to build a "horseshoe trail" at Gray Willows. V. Vandiver seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed. Supervisor Kuper expressed the thanks of the Board to scout Ryan Zakin for his work on this project.

b. Discuss and Act Upon Gray Willows Campsite Reservation System and Request: V.

Vandiver stated we have our first official request for a Wilderness Survival Campout at Gray Willows from September 5th through 7th. The request comes from Jeff Baeder, Scoutmaster of Troop 46. He also requests information about upcoming events so he can get his troop more involved in the Township. Lisa Mertz, Program Manager of the Campton Township Open Space Program, stated she would be happy to arrange the reservation and participate in creating a reservation system, a calendar, and permits to use the Gray Willows site for scouts and others. J. Kupa stated the direction is for Lisa and Vicki to meet to establish the rules for using the Gray Willows site and to create the necessary forms and calendar. T. Stutesman moved the Board table agenda item 8.b. to allow time to create the reservation system, calendar, and permits. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

c. Review and Act Upon Bids for Gray Willows Barn Roof: L. McKay stated the RFP (Request for Proposals) went out December 8th and picked up 3 bids. T. Stutesman stated he threw out the middle bid because he didn't list the units or the unit cost. J. Kupa stated usually you have high and low bids, and a cluster in the middle. Let's go with Anderson Building Systems subject to the following requirements.

1. Successful negotiation of contract.
2. Submittal of Anderson Building Systems Certificate of Insurance.
3. Confirmation of references – get phone numbers, did he complete within the price, did he complete on time, would you hire him again, etc.
4. Pay prevailing wage.
5. Two year warrantee of work.
6. Schedule – start within 7 days from notice to proceed, complete within 45 days.

Lisa Mertz asked what are the consequences of not meeting these requirements? J. Kupa stated Township Attorney Britz will complete the contract that will include progressive payments retaining 10% to insure meeting these requirements. G. VanZandt moved the Board approve the bid of Anderson Building Systems for the Gray Willows barn roof subject to meeting the six requirements stated by Supervisor Kupa. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

d. Discuss and Act Upon White Oak Woods Subdivision Building Setback Line Adjustment: J.

Kupa asked was this given to the Campton Township Plan Commission for comment? L. McKay answered she didn't know. J. Kupa stated if they haven't seen it, it's too late because this is heard at the County tomorrow. In the future forward these things to the Campton Township Plan Commission. L. McKay stated she could attend the Kane County Development Committee meeting tomorrow. G. VanZandt moved the Board table agenda item 8.d. E. Murphy seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

e. Review and Act Upon Data Storage Back Up Options for Town Hall: G. VanZandt stated

he spoke to someone who said the cloud is out of our league. L. McKay stated she spoke to Mark Rake who said to back our data up to Crash Plan, a private location, not in the cloud. This will keep us secure. T. Stutesman said don't bother with the cloud. G. VanZandt moved the Board table agenda item 8. e. T. Stutesman seconded the motion. In a voice vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

9. Claims and Demands Authorized for Payment:

a. Town Fund \$7,831.77: E. Murphy moved the Board approve the claims and demands on the Town Fund in the amount of \$7,831.77. V. Vandiver seconded the motion. In a roll call vote Supervisor Kupa and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

b. Open Space Fund \$9,758.36: E. Murphy moved the Board approve the claims and demands on the Open Space Fund in the amount of \$9,758.36. V. Vandiver seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

C. Capital Improvement Fund: \$-0-

d. Road & Bridge Fund \$72,672.60: E. Murphy moved the Board approve the claims and demands on the Road & Bridge Fund in the amount of \$72,672.60. V. Vandiver seconded the motion. In a roll call vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

10. Executive Session – Review Executive Session minutes of December 10, 2013; Personnel: G. VanZandt moved the Board go into Executive Session for the purpose of reviewing Executive Session minutes of December 10, 2013 and personnel. V. Vandiver seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed and Executive Session began at 9:30 p.m.

11. New Business Continued – Supervisor Kuper reconvened the regular session at 9:41 p.m.

f. Discuss and Act Upon Approve Executive Session minutes of December 10, 2013: G. VanZandt moved the Board approve the Executive Session minutes of December 10, 2013. T. Stutesman seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed.

12. Adjournment: E. Murphy moved the Board adjourn the meeting. V. Vandiver seconded the motion. In a voice vote Supervisor Kuper and Trustees Stutesman, Vandiver, Murphy, and VanZandt voted aye. The motion passed and the meeting adjourned at 9:45 p.m.

Respectfully Submitted,

Richard Johansen

Clerk