

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
October 1, 2015  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, October 1, 2015 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main St., Huntley, Illinois 60142.

**ATTENDANCE:**

**PRESENT:** Mayor Charles Sass; Trustees: Ronda Goldman, Tim Hoeft, Niko Kanakaris, John Piwko and JR Westberg.

**ABSENT:** Trustee Harry Leopold

**IN ATTENDANCE:** Village Manager David Johnson, Assistant Village Manager Lisa Armour, Management Assistant Barbara Read and Village Attorney Mike Coppedge.

**PLEDGE OF ALLEGIANCE:** Mayor Sass led the Pledge of Allegiance.

**SPECIAL PRESENTATIONS:**

Mayor Sass reported that Village Manager David Johnson had received a recognition award for 20 years of dedicated service to local government from the International City/County Management Association (ICMA) and presented Village Manager Johnson with the certificate.

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of September 3, 2015 Committee of the Whole Meeting Minutes

Mayor Sass asked if the Committee had any comments or changes to the Minutes; there were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the September 3, 2015 Committee of the Whole Meeting Minutes*

- b) Discussion – Approval of the October 8, 2015 Bill List in the Amount of \$2,353,676.06

Mayor Sass reported that \$2,043,551.51(or 87%) of the expenditures are directly attributed to the payment of SSA Property Taxes (\$793,924.30), TIF Property & Sales Taxes (\$1,249,627.21).

Mayor Sass asked if the Committee had any comments or questions; there were none.

*It was the consensus of the Committee of the Whole to forward on to the Village Board for approval the October 8, 2015 Bill List in the Amount of \$2,353,676.06.*

- c) Discussion – Consideration of an Ordinance Authorizing the Approval and Execution of a 10.01.15 COW Minutes

## Business Development Agreement between the Village of Huntley and Huntley Crossings Development, LLC

Village Manager David Johnson reported that Huntley Crossings Development, consisting of approximately 58 acres, was annexed in late 2006. As part of the annexation, a Business Development Agreement was approved to help facilitate the development of the property. The agreement provided for sharing with the developer sales tax revenue generated by retail uses on the site. The agreement was amended in 2007. The agreement has since expired.

### Staff Analysis

The original owners sold the property in 2007 and the purchaser developed one lot (BMO Harris). As the Great Recession hit, the new owner was unable to attract retailers and ultimately lost the property. The current owners, Huntley Crossings Development, LLC, purchased the property in February, 2012. To date, only one outlot has been sold to Culver's. In order to help expedite development of the remaining property, Huntley Crossings Development, LLC is requesting to re-instate the Business Development Agreement subject to the following revisions and conditions:

- 50/50 split of sales tax generated between the Village and developer (excluding sales tax generated by Culver's)
- \$2.95 million total (was \$3.5 million in original agreement)
- Developer agrees to no more financial institutions (one additional is allowed per the annexation agreement)
- Requires development of at least one outlot with at least one sales tax generating business by December 31, 2016, one of which must be Panera Bread, and three additional new businesses (a total of four, which may be free-standing or a tenant within a multi-unit building) to be open by December 31, 2018.

### Financial Impact

Additional development of the property will expand the Village's taxable assessed valuation and increase sales tax revenue. The revised agreement is \$550,000 less than the original agreement. If the requirements of the agreement are not met, the Village will retain the full amount of sales tax revenue generated by retail uses on the site. If the requirements are met, the Village would receive 50% of the sales tax generated by retail uses.

### Legal Analysis

The draft agreement is under review by the Village Attorney.

Village Manager Johnson reported that the petitioner was in attendance to answer questions.

Mayor Sass suggested that should the developer attract a single large sales tax producing business then the Village might want to amend the requirement for the multi-unit tenant building. Village Manager Johnson suggested that perhaps the Village could look at the development on a case-by-case request and amend the Agreement, if necessary.

Mayor Sass asked if the Committee had any comments or questions; there were none.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval***

***an Ordinance Authorizing the Approval and Execution of a Business Development Agreement between the Village of Huntley and Huntley Crossings Development, LLC.***

- d) Discussion – Consideration of an Ordinance Authorizing the Approval and Execution of a Business Development Agreement between the Village of Huntley and Hiwin Corporation

Village Manager David Johnson reported that Hiwin Corporation, a manufacturer of precision machinery components currently located in Elgin has conducted a site search for a new location to accommodate its expansion and future growth plans. After considering various sites, Hiwin has selected the Huntley Corporate Park as its preferred location, subject to the approval of a Business Development Agreement with the Village. Hiwin plans to purchase a 15 acre parcel and build a new building of approximately 117,500 square feet, with the ability to expand with another 145,000 square feet to accommodate future growth. Hiwin anticipates bringing approximately 40 jobs to Huntley and growing to 70 jobs within three years.

Staff Analysis

The Business Development Agreement provides for a 50%, 3-year property tax abatement, estimated at \$11,428 per year for the new facility (total value over three years - \$34,290). The abatement is tied to job creation criteria that must be met by Hiwin during the course of the abatement period.

Should Hiwin not meet the deadline to commence construction or the job creation requirements, the agreement includes provisions for the Village to recover all or a portion of the abated taxes.

Financial Impact

The project is estimated to generate \$3,795,000 in new assessed valuation for all taxing bodies. The estimated new property tax to be generated for the Village is \$22,855. With the 50% abatement, the Village will receive approximately \$11,428 per year for the first three years the property is fully assessed. During that time, the Village will collect approximately \$34,284 and abate approximately \$34,284. Upon expiration of the abatement period, the Village will collect approximately \$22,855 per year.

Legal Analysis

The agreement has been reviewed by the Village Attorney.

Mayor Sass asked if the Committee had any comments or questions; there were none.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance Authorizing the Approval and Execution of a Business Development Agreement between the Village of Huntley and Hiwin Corporation.***

- e) Discussion – An Ordinance Creating Certain Parking Regulations in the Village of Huntley/Second Street

Assistant Village Manager Lisa Armour reported that on August 20th, a resident of Second Street appeared before the Village Board to express concerns regarding parking on Second Street between Church Street and Myrtle Street and the safety issues created when vehicles are parked on both sides of the street. The resident requested that the Village consider restricting parking to one side of the street. The Village Board directed staff to review the request.

### Staff Analysis

Staff has determined that safety could be improved by prohibiting parking on the north side of the street, as mail boxes and fire hydrants are located along this side of the street. A letter was sent to all property owners along Second Street to advise them of the potential parking restriction and to request feedback prior to posting signage. Two residents replied with e-mails indicating their approval and appreciation that the Village Board was considering this change. Another resident called to express concern about parking along the south side of the street in the block between Woodstock and Church Street, as vehicles could potentially be parked between her driveway and the stop sign at Church Street for eastbound traffic, which could create a problem for vehicles approaching the stop sign. This block is currently posted for no parking on the south side of the street, so to avoid this potential problem near the stop sign, it is recommended that this restriction remain as posted. There are no fire hydrants on the north side of the street and only one mailbox. The parking restriction in the block between Church Street and Myrtle Street would prohibit parking on the north side of the street so as not to interfere with the mailboxes or fire hydrants.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Westberg asked for clarification as to the parking restrictions staying on the south side of Second Street between Woodstock and Church Streets. Assistant Village Manager Armour reported that on Second Street west of Church Street the distance between a resident's driveway and the stop sign might incur traffic issues if the parking restrictions would change on this block.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval an Ordinance Creating Certain Parking Regulations in the Village of Huntley/Second Street.***

- f) Discussion – Consideration of a Resolution to Waive the Formal Bidding Process and Authorization to Proceed with the Purchase of a Clock for the Town Square from KSA Lighting, LLC

Village Manager David Johnson reviewed a Power Point presentation and reported that Staff is requesting a consensus of the Village Board on the style of clock to be located in the Town Square and approval to waive the formal bidding process to purchase the clock. The Downtown Streetscape Plan included the addition of a clock to the southwest corner of the Town Square; however, the Streetscape Plan did not identify a specific clock. Two options are being presented for consideration, both manufactured by Sternberg Lighting. Sternberg, located in Roselle, Illinois, is also the manufacturer of the street light poles used throughout the Downtown.

The proposed Victorian Header and Town Square clocks are both double faced, stand 13'-6" and 14'-0" in height, and can be customized to include "Huntley" across the top of the clock and "Established 1851" on the clock face. The cost of the Victorian Header clock with the selected options is \$22,852 and the Town Square clock is \$24,434, not including the cost of installation.

The cost of either clock exceeds \$20,000 which requires a formal bid or Village Board approval to waive the bidding process. Sternberg Lighting utilizes KSA Lighting as their Chicago area sales representative; therefore, there is not the opportunity to seek bids from multiple vendors for the Sternberg clocks. The clocks require a 16-week lead time once ordered, so installation would occur next spring.

### Financial Impact

In 2011, the Village received two gifts from the estate of long-time Huntley resident Florence Schaffenegger in the total amount of \$184,917, with a request that at least a portion of the funds be utilized for improvements to the Town Square. Staff proposes to use a portion of Mrs. Schaffenegger's donation to fund the cost of the clock and its installation.

Mayor Sass asked if the Committee had any comments or questions.

Trustee Kanakaris recommended that a plaque noting Florence Schaffenegger's donation be included on the clock.

Trustee Westberg asked if the face of the clock is back lit; Village Manager Johnson reported that it was back lit.

Trustee Goldman stated that she preferred that a fancy script be used for the lettering.

Mayor Sass asked the Committee to respond with their preference for the style of clock to be installed: Option #1 - Town Square Clock or Option #2 - Victorian Header Clock. Each Trustee indicated that they would prefer Option #1 the Town Square Clock.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward to the Village Board a Resolution to Waive the Formal Bidding Process and Authorization to Proceed with the Purchase of Option #1 the "Town Square Clock" for the Town Square from KSA Lighting LLC.***

g) Discussion – Strategic Plan - Draft Goals and Objectives

Village Manager David Johnson reviewed a Power Point presentation and reported that on June 11<sup>th</sup>, the Village Board reviewed the Vision, Mission and Values of the current plan. Strategic Planning Workshops were held in June and in August.

### Staff Analysis

Based upon comments received to date from the Village Board, the draft goals and objectives have been revised and were included in the Committee's packet for review and approval. Comments and suggestions from individual Board members were highlighted in red on the Power Point and Committee reviewed each Priority and Goal.

## **STRATEGIC PRIORITY NO. 1**

### **Preserve and Enhance Quality of Life for Village Residents**

**Goal 1** ***Improve Appearance of Public and Private Properties*** Trustee Goldman suggests re-numbering objectives  
*Goal Leaders – Development Services, Public Works, Police*

*Objective 1:* Increase code enforcement activities across all departments to address property maintenance issues related to residential and commercial

structures, landscaping, and private parking areas

*Objective 2 (5):* Implement tracking program for off-premise and other advertising signs to ensure removal in a timely manner

*Objective 3 (4):* Improve maintenance of public rights-of-way including Route 47 and Algonquin Road medians and investigate the possibility of adding landscaping in the medians subject to approval of the Illinois Department of Transportation and McHenry County Division of Transportation

*Objective 4 (2):* Develop and implement annual maintenance plans for subdivision entryways not maintained by a homeowner's association

*Objective 5 (3):* Maintain contact with Homeowner's Associations to ensure proper maintenance of HOA common areas throughout various subdivisions

Trustee Leopold requests addition of: Paint Sternberg light fixtures on Del Webb Blvd. – (Note: Staff is proposing to include this as part of the FY16 budget)

The Committee agreed with the removal of Trustee Leopold's addition as it will be part of the FY16 Budget.

Trustee Piwko stated that the goal is to get all of the Goals and Objectives completed so it was not necessary to renumber them.

It was the general consensus of the Committee to renumber the objectives.

## **Goal 2 Maintain High Quality Development Standards**

Goal Leaders – Village Manager's Office, Development Services

*Objective 1:* Maintain focus on quality development by requiring new developments to comply with the Commercial Design Guidelines and advocate for creative design and use of unique building and landscape materials during the development approval process - change requested by Trustee Goldman

*Objective 2:* Conduct an analysis of the Village's parking stall and drive aisle dimensions and compare to surrounding communities and adjust as needed

*Objective 3:* Negotiate future residential annexation agreements to include requirements for minimum garage sizes and increased side yard setbacks

It was the general consensus of the Committee to approve Goal 2 as amended.

## **Goal 3 Protect the Safety and Well-Being of all People Residing in, Working in, or Visiting the Village**

Goal Leaders – Police Department, Engineering Trustee Goldman suggests re-numbering objectives

*Objective 1:* Identify options and associated costs for state-mandated consolidation of PSAPs (Public Safety Answering Point) and track future legislation and laws relating to body cameras

*Objective 2 (4):* Obtain CALEA re-accreditation in 2016 with the intent of becoming a "Gold Standard" agency by 2020

*Objective 3 (5):* Promote Neighborhood Watch, Citizen's Police Academy, Community Emergency Response Team, National Night Out, Bike Huntley and other community programs and events to increase community involvement

*Objective 4 (6):* Develop programs to reach out to elementary age, middle school, and high school students such as a Teen Citizen's Police Academy – change requested by Trustee Piwko

*Objective 5 (7):* Continue education of residents and businesses on crime prevention methods, including cyber crimes

*Objective 6 (2):* Explore feasibility and costs associated with implementing a reverse 911 notification system

*Objective 7 (3):* Maintain involvement with regional law enforcement groups and organizations

*Objective 8:* Review speed limits on major thoroughfares throughout the Village and adjust as needed

*Objective 9:* Investigate options for additional street lighting on Route 47 from Kreutzer Road south to I-90 at the intersections of Kreutzer Road, Regency Parkway, and Del Webb Boulevard and improve street light maintenance program throughout the Village – change requested by Trustee Leopold

*Trustee Piwko stated that Objective 9 be divided into two and add "investigate options for additional street lighting on Route 47 from Kreutzer Road south to I-90"*

*It was the general consensus of the Committee to approve Goal 3 as amended.*

**Goal 4      *Improve Transportation Network and Transit Services Throughout the Village***

*Goal Leaders – Village Manager's Office, Engineering*

*Objective 1:* Explore implementation of truck bypass around the downtown and/or closing streets to truck traffic – change requested by Trustee Leopold

*Objective 2:* Realign East Kreutzer Road at the railroad tracks and bridge crossing

*Objective 3:* Continue planning efforts for the extension of Reed Road to Coyne Station Road

*Objective 4:* Continue discussions with McHenry County for the western extension of Algonquin Road

*Objective 5:* Identify additional locations and funding sources for multi-use paths and pedestrian crossing overpass across Route 47

*Objective 6:* Work with property owners to complete multi-use path connection

from Regency Parkway to Princeton Drive with sidewalk on the north side and bike path on the south side of the roadway – change requested by Trustee Leopold

*Objective 7:* Continue efforts to secure a commitment for rail service from Metra and/or AMTRAK

*Trustee Piwko noted that there could be an issue with closing streets to truck traffic as it might hinder the businesses.*

*Trustee Hoeft suggested that a possible weight limit on trucks might be imposed.*

*Trustee Westberg suggested that Trustee Leopold's addition to Objective 1 not be included and keep the Objective as originally stated.*

*It was the general consensus to approve Goal 4 with Object 1 remaining as originally stated and adding Trustee Leopold's suggestion to Objective 6.*

**Goal 5      *Protect Natural Resources***

*Goal Leaders – Engineering, Public Works Department*

*Objective 1:* Implement recommendations of 2015 Comprehensive Water and Wastewater Systems Master Plan

*Objective 2:* Conduct public outreach and education programs to encourage water conservation practices

*Objective 3:* Develop and implement annual management plans for Village-owned wetland and stormwater management facilities

*Objective 4:* Explore "Go Green" initiatives such as sustainable landscape practices and energy conservation through LED lighting retrofits and implement "Green" solutions where feasible

*Objective 5:* Review current ordinance requiring homeowner maintenance of parkway trees and develop long-term strategy for future maintenance

*It was the general consensus of the Committee to approve Goal 5.*

## **STRATEGIC PRIORITY NO. 2**

### **Promote Sound Financial Management and Fiscal Sustainability**

**Goal 1      *Identify New Sources of Revenue to Reduce Impact of State's Fiscal Condition***

*Goal Leaders – Village Manager's Office, Finance/HR, Development Services, Public Works, Engineering, and Police Department*

*Objective 1:* Explore additional revenue enhancement options

*Objective 2:* Review water/sewer rate structure, including use and impact of second water meters

- Objective 3:* Continue annual backflow testing and inspection program and increase inspection fees to cover costs  
Trustee Leopold comment: Do we still have excess capacity in our staff? Long term would like to see this dropped because the Village is competing with private business
- Objective 4:* Review the annual property tax levy for Special Service Area#5 (Southwind) and adjust as needed to address annual maintenance costs for common areas and stormwater management facilities
- Objective 5:* Develop comprehensive list of various fees and review adjustments as needed
- Objective 6:* Explore grant opportunities in each department to offset costs of programs and capital improvements

Village Manager Johnson suggested looking at Trustee Leopold's comment in Objective 3 during the FY16 budget process and remove it from this Goal.

*It was the general consensus of the Committee to approve Strategic Priority No. 2 Goal 1 as originally stated*

**Goal 2      Evaluate Alternative Staffing Models to Provide Most Efficient and Highest Quality Service to Residents**

*Goal Leaders – Village Manager's Office, Finance/HR, Public Works Department*

- Objective 1:* Continue to balance and evaluate the use of full-time, part-time, and contractual arrangements to provide services to Village residents
- Objective 2:* Evaluate the long-term impact of utilizing 12-hour shifts within the Police Department

*It was the general consensus of the Committee to approve Goal 2.*

**Goal 3      Enhance Capital Improvement Planning Process**

*Goal Leaders- Village Manager's Office, Finance/HR, Engineering*

- Objective 1:* Revise 5-Year Capital Improvement Program (CIP) and update annually
- Objective 2:* Enhance asset management program to sustain level of service at economical life cycle cost
- Objective 3:* Update Space Needs Analysis of Village facilities and incorporate expansion needs into Capital Improvement Program
- Objective 4:* Identify sustainable revenue sources to meet the future demands of maintaining, improving, and replacing the Village's infrastructure

*It was the general consensus of the Committee to approve Goal 3.*

**Goal 4:      Monitor State and Federal Legislation and Plan for Financial Impacts**

*Goal Leaders – Village Manager's Office, Finance/HR, Engineering, Public Works, Police Department*

- Objective 1:* Monitor environmental regulations and identify costs associated with

compliance and incorporate as needed into Capital Improvement Program and annual budget

*Objective 2:* Monitor public safety regulations and identify costs associated with compliance and incorporate as needed into Capital Improvement Program and annual budget

*Objective 3:* Monitor state legislation that would reduce available revenue and prepare and regularly update contingency plans to address potential budget shortfalls

*Objective 4:* Maintain commitment to meeting the Village's pension obligations while monitoring future legislation and laws to address potential negative financial impacts

**Goal 5** *Ensure appropriate use of TIF funds upon expiration of TIF No. 1 in 2016 - Trustee Leopold requests addition of goal*

*Trustee Westberg asked if suggested Goal 5 was necessary. Village Manager Johnson reported that this will be reviewed as part of the FY16 budget process.*

*It was the general consensus of the Committee to approve Goal 4 and not add Goal 5.*

### **STRATEGIC PRIORITY NO. 3**

#### **Promote Innovation through Technology**

**Goal 1** *Increase Options for Utilizing On-Line Services and Applications to Conduct Business*

*Goal Leaders – Development Services, Finance/HR, Engineering Trustee Goldman suggests re-numbering objectives*

*Objective 1 (2):* Identify and implement user-friendly options for online issuance of building permits, inspection scheduling, and permit status updates to improve customer service

*Objective 2 (1):* Update Village website design and enhance information provided

*Objective 3:* Explore development of Village Services mobile application to improve communications between residents and the Village

*It was the general consensus of the Committee to approve Goal 1 with the re-numbering recommendation.*

**Goal 2** *Update and Monitor Internal Management Systems - Staff suggests creating a second goal for the following objectives which were originally included under Goal 1*

*Objective 1:* Purchase and deploy new financial management software that meets needs of all departments

*Objective 2:* Continually monitor network security system to protect against cyber attack

*Objective 3:* Continue to build Geographic Information System (GIS) and add public portal

*It was the general consensus of the Committee to approve Goal 2.*

## **STRATEGIC PRIORITY NO. 4**

### **Promote New Business Development, Retention, and Expansion**

**Goal 1 Attract and Retain Businesses to Enhance Tax Base and Create New Jobs**

*Goal Leaders – Village Manager's Office, Development Services* **Trustee Goldman suggests re-numbering objectives**

*Objective 1:* Work with property owner to revitalize or redevelop the Huntley Outlet Center

*Objective 2 (9):* Update and implement Economic Development Strategic Plan

*Objective 3 (6):* Maintain and improve fast-track entitlement and permitting process

*Objective 4:* Secure a commitment for the construction of hotel

*Objective 5 (3):* Work with commercial property owners to attract additional restaurants and shopping opportunities

*Objective 6 (2):* Work with the owner of Huntley Shopping Center to fill the vacant grocery store space

*Objective 7 (5):* Work to attract entertainment options, including a movie theater

*Objective 8 (7):* Identify opportunities to attract additional medical offices and other support services as a result of Centegra Hospital-Huntley opening in 2016

*Objective 9 (8):* Improve Business Retention Visitation Program and conduct annual visits with top 10 employers and taxpayers

**Trustee Westberg requests addition of following objectives:**  
**Maintain distressed and/or develop businesses along Rt. 47 corridor north of Main St.**  
**Gas station North of Main and 47**  
**Clean up the NE corner of 47 and Kreutzer**  
**Develop NW corner of 47 and Kreutzer**

*Trustee Westberg asked to amend his request and disregard the last two items noted.*

*It was the general consensus of the Committee to approve Goal 1 as amended and including the re-numbering recommendation.*

**Goal 2 Continue Downtown Revitalization Efforts**

*Goal Leaders – Village Manager's Office, Development Services, Engineering, Public Works*

**Trustee Goldman suggests re-numbering objectives**

*Objective 1:* Promote development and redevelopment opportunities within the Downtown Tax Increment Finance District

*Objective 2 (11):* Complete and adopt Form-Based Code for downtown and adjacent Rt. 47 corridor

*Objective 3 (2):* Redevelop Catty property located at 11117 S. Church Street

*Objective 4 (3):* Redevelop the ± 17-acre former school site at Route 47 and Mill Street

*Objective 5 (7):* Re-evaluate and revise Façade Improvement Program so that it can be used more effectively throughout the entire ± 180-acre Downtown TIF District

*Objective 6:* Identify additional incentives to encourage property improvements by downtown property owners

*Objective 7 (4):* Continue efforts to relocate the Post Office

*Objective 8 (5):* Complete Town Square improvements, including Veteran's Memorial

*Objective 9 (8):* Promote adaptive re-use of residences adjacent to the downtown

*Objective 10 (9):* Approve and implement beautification plans for the northeast and southwest corners of Rt. 47 and Main Street

*Objective 11 (10):* Expand community events held downtown to attract residents and visitors, making the downtown a destination location

*It was the general consensus of the Committee to approve Goal 2 including the re-numbering recommendation.*

**Goal 3      *Diversify Residential Development Options***

*Goal Leaders – Village Manager's Office, Development Services Trustee Goldman suggests re-numbering objectives*

*Objective 1 (2):* Pursue new residential development

*Objective 2 (1):* Identify areas of the Village to accommodate various housing types

*It was the general consensus of the Committee to approve Goal 3 including the re-numbering recommendation.*

**Goal 4      *Assist with the Redevelopment of Environmentally Distressed Properties***

*Goal Leaders – Village Manager's Office, Development Services*

*Objective 1:* Work with the owner of the former grease plant off of Smith Drive to clean up the site

*Objective 2:* Work with the owner of the Powder Park property to clean up and redevelop the site

*It was the consensus of the Committee to approve Goal 4.*

**STRATEGIC PRIORITY NO. 5**

## Promote and Improve Organizational Development Efforts

### **Goal 1 Support Training and Professional Development of Staff to Improve Services Provided to Residents**

*Goal Leaders – Village Manager's Office, Development Services, Finance/HR, Engineering, Public Works, Police*

Trustee Goldman suggests re-numbering objectives

*Objective 1 (2):* Communicate and reinforce the mission, values, and vision to employees at all levels within the organization

*Objective 2 (3):* Continue and enhance cross-training of employees within and across departments to provide better service to Village residents

*Objective 3 (4):* Enhance development and mentoring programs of employees to develop future leaders throughout all departments so that they can lead their departments in providing better service to residents

*Objective 4 (1):* Conduct employee survey to identify workplace improvement initiatives

Trustee Westberg requests addition of Objective 5: Develop Department knowledge base for ease of repair reference

*Trustee Westberg noted Objective 5 and explained that the Village could use GIS to note where utility problems have occurred so that future staff can utilize the history of the system. Village Manager Johnson stated that Staff can develop and track as part of GIS to make it clear as the Village moves forward.*

*It was the general consensus of the Committee to approve Goal 1 as amended and including the re-numbering recommendation.*

### **Goal 2 Effectively Manage the Transition from Long-Tenured Department Heads in the Police, Public Works and Finance/Human Resources Departments to New Leaders**

*Goal Leaders – Village Manager's Office, Finance/HR*

*Objective 1:* Identify and develop internal employees for potential promotion opportunities

*Objective 2:* Recruit highly qualified external candidates to fill positions not filled from within the organization

*Objective 3:* Provide support and direction to newly hired or promoted employees to facilitate a smooth transition in departmental leadership

*It was the consensus of the Committee to approve Goal 2.*

### **Goal 3 Update Personnel Policies and Procedures**

*Goal Leaders – Village Manager's Office, Finance/HR*

*Objective 1:* Complete and adopt update of Personnel Manual

*Objective 2:* Improve performance evaluation system

*Objective 3: Conduct an organizational/staffing study*

*Objective 4: Review and update social media policies – Trustee Goldman comment: not sure this belongs here*

*Trustee Piwko stated that Objective 4 is appropriate as it is identified in the private sector as a personnel issue. Village Manager Johnson reported that this may be added to the Personnel Manual.*

*Trustee Westberg stated that this is an ever-evolving document and should be updated with the current times.*

*It was the consensus of the Committee to approve Goal 3.*

*It was the consensus of the Committee to approve the Mission Statement and Values as originally stated and Our Vision for 2020 as amended.*

**VILLAGE ATTORNEY’S REPORT:** None

**VILLAGE MANAGER’S REPORT:** None

**VILLAGE PRESIDENT’S REPORT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** None

**ACTION ON CLOSED SESSION ITEMS:** None

**ADJOURNMENT:**

**There being no further items to discuss, a MOTION was made to adjourn the meeting at 7:44 p.m.**

**MOTION: Trustee Piwko**

**SECOND: Trustee Westberg**

**The Voice Vote noted all ayes and the motion carried.**

Respectfully submitted,

Barbara Read  
Recording Secretary