

**VILLAGE OF HUNTLEY  
COMMITTEE OF THE WHOLE MEETING  
April 6, 2017  
MINUTES**

**CALL TO ORDER:**

A meeting of the Committee of the Whole of the Village of Huntley was called to order on Thursday, April 6, 2017 at 7:00 p.m. in the Municipal Complex, Village Board Room, 10987 Main Street, 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, Director of Development Services Charles Nordman, Director of Public Works and Engineering Timothy Farrell, Director of Finance and Human Resources Jennifer Chernak and Village Attorney John Cowlin.

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

**PUBLIC COMMENTS:** None

**ITEMS FOR DISCUSSION:**

- a) Discussion – Approval of the March 9, 2017 Village Board, March 16, 2017 Committee of the Whole and the March 23, 2017 Village Board Meeting Minutes

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 March 9, 2017 Village Board, March 16, 2017 Committee of the Whole and the March 23, 2017 Village Board Meeting Minutes.*

- b) Discussion – Consideration of an Ordinance Amending the Huntley Code of Ordinances – Business Regulations, Alcoholic Beverages & Video Gaming Chapter 110 Section 110.24 – Limitation on Licenses – Adding one Class “A” License – Liquor Control Ordinance

Mayor Sass reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

Staff Analysis

Consideration is being requested to amend the Liquor Control Ordinance to make available fourteen (14) Class “A” licenses instead of thirteen (13) in order to provide for the application from New Beginnings Confectionary Company DBA Morkes Chocolates of Huntley; 11801 Main Street. The application has been reviewed by Staff and all is in order for consideration.

The Class “A” license shall permit the retail, sale on the premises specified, of alcoholic liquor, for consumption on the premises, as well as other retail sale of alcoholic liquor in the original package. Listed below are the current licensed establishments with a Class “A” license:

- |  |                                   |
|--|-----------------------------------|
| 1. Bricks & Ivy LLC d/b/a Parkside Pub | 8. Sammy’s Restaurant             |
| 2. Brunch Cafe                         | 9. Soula’s Village Inn            |
| 3. Jameson’s Restaurant                | 10. Taco Loco’s                   |
| 4. Lucky Bernie’s                      | 11. Tee 2 Green Indoor Golf LLC   |
| 5. Offie’s Tap                         | 12. Triple K & B; d/b/a Rookies 3 |
| 6. Pub 47                              | 13. Millie’s                      |
| 7. Sal’s Pizzeria                      |                                   |

Financial Impact

The application being presented was received prior to the March 23, 2017 Code Amendment and fee increase. The fee received from the current petitioner, for a yearly Class “A” License is \$950.00.

Legal Analysis

Section 110.24 of the Village Code of Ordinances limits the number of available licenses in each class. There is no available Class “A” license; therefore, if the Liquor Commission elects to issue a license to New Beginnings Confectionary Company DBA Morkes Chocolates of Huntley the Commission must create one (1) additional Class “A” license.

Mayor Sass reported that the business owners were in attendance to answer questions.

Mayor Sass asked if the Committee had any questions.

Trustee Westberg asked if they were offering sidewalk service; Ms. Claudia Kendzior stated that they would have sidewalk service. Trustee Westberg asked if the petitioner had paid their sidewalk fee; Assistant Village Manager Armour reported that their sidewalk location is private property.

Trustee Piwko asked if the area would be fenced off; Assistant Village Manager Armour stated that it is not required.

There were no additional questions.

***It was the consensus of the Committee of the Whole to forward on to the Liquor Commission for approval an ordinance Amending the Huntley Code of Ordinances – Business Regulations, Alcoholic Beverages & Video Gaming, Chapter 110, Section 110.24 – Limitation on Licenses, Adding one (1) Class “A” License – Liquor Control Ordinance.***

- c) Discussion – Consideration of an Ordinance Approving the Issuance of a Class “A” Liquor License to New Beginnings Confectionary Company DBA Morkes Chocolates of Huntley (Morkes) / 11801 Main Street

Mayor Sass reported that the Village of Huntley regulates the sale of alcoholic beverages in the Village through its Liquor Control Ordinance, which provides for the issuance of certain classes of liquor licenses and establishes the number of licenses available in each class.

#### Staff Analysis

The Village is in receipt of an application for a Class “A” liquor license from Claudia and Rick Kendzior of New Beginnings Confectionary Company DBA Morkes Chocolates of Huntley (Morkes). Morkes has been open since June 2015. They are requesting a liquor license to be able to include bottled wines in gift baskets as well creating chocolate and wine pairings and offering other alcoholic options such as additions to coffee, etc. The request also includes the ability to consume alcohol at the outside tables which is on private property. Staff has been notified that there is no intent to request video gaming.

All documents required have been submitted with the exception of the State Liquor License and the results from the background check. The Liquor Commission can approve the Class “A” liquor license with the condition of approval being that Morkes provide a certified copy (proof) of their State Liquor License and a successful result of the background checks before the Village’s liquor license becomes effective.

#### Financial Impact

The application was received prior to the adoption of the amended Title XI Alcoholic Beverages code. The fee of \$950 for the liquor license has been received and deposited to 01-00-1-4120 / Liquor License revenue line item.

#### Legal Analysis

Section 110 of the Village Code of Ordinances regulates liquor sales in the Village. The application has been reviewed and is in compliance with Section 110: Alcoholic Beverages & Video Gaming requirements.

Mayor Sass reported that the business owners were in attendance to answer questions.

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

Trustee Goldman stated that she had mixed emotions regarding monitoring patrons taking alcohol to outside seating. Ms. Kendzior stated that they plan to serve in glassware and not plastic in order to keep track of the guests staying on their property. Ms. Kendzior stated that they thought it would be nice to be able to have a glass of wine while sitting outside and enjoying the beautiful Square. Ms. Kendzior also stated that it will help their summer business.

Trustee Hoeft stated that he did not see offering drinks at Morkes as a problem.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Liquor Commission for approval and issuance of a Class “A” Liquor License to New Beginnings Confectionary Company DBA Morkes Chocolates of Huntley; 11801 Main Street subject to the following condition of approval:***

- 1. Petitioner must show proof of the State of Illinois Liquor Licenses before the Village of Huntley Class “A” Liquor License becomes effective***
- 2. Petitioner must receive a successful background check.***

d) Discussion – Consideration of a Resolution Approving a Façade Improvement Assistance Program Grant for Lisa Rossow and Lynn Klein, 11810 E. Main Street

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that Lisa Rossow and Lynn Klein, owners of 11810 E. Main Street (Suites on Main), have submitted an application for the Façade Improvement Assistance Program seeking assistance in the amount of \$8,616.62 to complete the following work to the exterior of the building:

- Reroof the building with GAF Sienna Oak Value Collection Lifetime Shingles
- Install a black Sunbrella woven acrylic awning on the Main Street elevation
- Install one (1) Millenium RLM Gooseneck Light to illuminate the existing wall sign
- Install black metal railings at the two (2) front doors on the Main Street elevation
- Install a new door at the apartment entrance to match office door
- Install landscaping on vacant property located to the west of building (along Dwyer Street)

The total cost of the above work is estimated at \$17,233.24. Contractor quotes are provided as part of the petitioner’s application.

#### Staff Analysis

The Façade Improvement Assistance Program Guide identifies specific exterior improvements that are eligible for reimbursement. All proposed improvements are identified as an eligible improvement under the guidelines of the program. The proposed roof replacement is identified as an eligible improvement under the guidelines of the program because it is visible from the public right-of-way (Main Street and Route 47).

The Village Board shall evaluate the project based on the value of the aesthetic improvement to the Village of Huntley and the following criteria:

- Condition of the building and need for renovation
- Extent to which the improvements conform to the Downtown Revitalization Plan and Commercial Design Guidelines
- Extent to which the proposed improvements restore, maintain, or enhance the character of the building and surrounding area

#### Financial Impact

The FY2017 budget includes \$90,000 for the Façade Improvement Assistance Program in the Downtown Improvement Fund (To date, \$9,535.00 of the FY2017 funds have been dedicated to projects). The Façade Improvement Assistance Program allows reimbursement of up to fifty percent (50%) of the project cost per property with a maximum reimbursement of \$10,000 per project. The maximum aggregate amount of all grants approved for a building/property within a five year period is limited to \$20,000. The estimate provided by the petitioner proposes to complete the work at cost of \$17,233.24 which would allow for a maximum grant of \$8,616.62 under the guidelines of the program.

Upon completion of the work, the owner must submit copies of all invoices, contractor's statements, proof of payment, and notarized final lien waivers to the Village, as evidence that the owner has paid the contractor. Payment of the approved grant amount will only be authorized upon completion of all work items as originally approved and receipt of all required documents.

### Legal Analysis

If the requested grant is approved by the Village Board, the petitioner must sign and abide by the terms of the Façade Improvement Assistance Program Agreement in order to be reimbursed for the project.

Director Nordman reported that the petitioners were in attendance to answer questions.

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

Trustee Goldman asked if they were still planning on having a mural painted on the west side of the building; Ms. Klein stated that they will eventually have that done. Ms. Rossow stated that would like to work with the Historical Society when they plan the mural. Trustee Goldman suggested that they work with the Huntley History Alliance which along with the Historical Society also includes the Historic Preservation Commission and the Library.

Trustee Westberg stated that this property is the first that people see on Main Street and suggested adding more trees to their green space on the west of the building. Trustee Westberg asked if there were plans for the lot/green space to the east of this building. Ms. Klein stated that the property will be cleaned up and possibly landscaped but that they have issues with pet owners taking their dogs to Shampoooch and Kitty and not cleaning up after them.

Trustee Kanakarlis stated that the façade plans look nice and that he was not concerned about them adding a mural to the side of the building.

There were no other questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board for approval a Resolution for a Façade Improvement Assistance Program Grant for Lisa Rossow and Lynn Klein, 11810 E. Main Street.***

- e) Discussion – Consideration of an Ordinance amending the Final Planned Unit Development for the Huntley Park District Maintenance/Storage Building to Allow the Addition of a Sledding Hill within Betsey Warrington Park, 12219 Lois Lane, Betsey Warrington Park

Director of Development Services Charles Nordman reviewed a Power Point presentation and reported that on November 17, 2016, the Village Board adopted Ordinance (O)2016-11.41 approving the preliminary and final planned unit development for a ±11,900 square foot maintenance/storage building to the south of the Stingray Bay Aquatic Center in Betsey Warrington Park. The Huntley Park District is requesting to amend the planned unit development to allow the construction of a 22 foot high sledding hill using the excess spoils from the maintenance building project. The hill would be located directly west of the Stingray Bay Aquatic Center. The dirt has been temporarily placed in the proposed location pending approval of the sledding hill by the Village Board.

### Staff Analysis

The proposed sledding hill is in a location that was previously dedicated as landbanked parking for the Stingray Bay Aquatic Center. The Park District has stated that the landbanked parking was intended to accommodate a future expansion of the aquatic center; however, there is no longer any plan to expand the pool and the maintenance building is now being constructed in the area that was once proposed for the expansion.

Director Nordman reported that representatives from the Park District were in attendance to answer questions.

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

Trustee Kanakaris asked if the adjacent residents had been contacted and notified; Executive Director Thom Palmer stated that they had not yet been contacted but that he would do so.

Trustee Hoeft noted on the topographic slide that the hill will be 22 feet tall and asked how the kids will be able to climb it in the snow; Mr. Palmer showed the pathway along the back of the hill.

Trustee Piwko stated that he would like additional trees to be added between the west side of the hill and the residents to block the view. Mr. Palmer stated that they would do this and noted that when there was no snow that it will just be a maintained grassy hill.

Mayor Sass stated that his concerns with this request are that the Village received this same request from Centegra when they did not want to pay to have the spoils removed during their development. Mayor Sass stated that he wanted to be fair. Mayor Sass suggested that the Park District have foresight with their future plans. Mayor Sass stated that the Park District has insufficient parking at all their parks.

Mayor Sass asked if the Committee wished to table this request until the Park District contacted and notified the adjacent residents of the sled hill.

Mr. Palmer stated that while construction began and the dirt was being stored on site he had the idea of building the sledding hill. Mr. Palmer stated that he will speak with the residents.

**A MOTION was made to TABLE this item.**

**MOTION: Trustee Kanakaris**

**SECOND: Trustee Hoeft**

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

- f) Discussion – Consideration of a Resolution Awarding a Municipal Partnership Initiative (MPI) Contract to J.A. Johnson Paving Company in the amount not to exceed \$50,000 to complete 2017 Pavement Patching

Director of Public Works and Engineering Timothy Farrell reported that the FY2017 Budget includes funding of \$50,000 for the 2017 Pavement Patching Program. Pavement patching includes grinding and resurfacing failing pavement areas within a roadway section with the goal of prolonging the useful life and delaying the resurfacing of the entire roadway section. The Village participated in the Municipal Partnering Initiative (MPI) Bid to procure services for 2017 Pavement Patching. The Bid Tabulation Summary is attached for reference.

The areas of Pavement Patching through the MPI would include:

- Haligus Road: Reed Road north to Scott Drive
- Jim Dhamer Drive: Countryview Boulevard east to Quality Drive

#### Staff Analysis

The MPI is a municipality based buying initiative where communities join forces to procure a wide range of public services in an effort to tap economies of scale. Utilizing MPI for this project eliminates the need for developing contract documents and preparing and distributing a bid package. Staff prepared the necessary documents for the Village to participate in the MPI Bid for the 2017 Pavement Patching Program. Staff has reviewed the Bids and recommends an award to J.A. Johnson Paving Company of Arlington Heights, IL.

#### Financial Impact

The FY 17 Budget includes \$50,000 for the Pavement Patching Program. The funding of this project is coming from the Road and Bridge Fund, 43-05-4-7501.

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 a Resolution awarding a Municipal Partnering Initiative Contract to J.A. Johnson Paving Company in the amount not to exceed \$50,000 for Pavement Patching.***

- g) Discussion – Consideration of a Resolution Approving a Bid Award to Visu-Sewer, Inc. to Complete Sewer Televising, Jetting and Lining

Director of Public Works and Engineering Timothy Farrell reported that sewer lining allows the Village to repair sewers more cost effectively with minimal disruption to traffic. On March 24, 2017 the Village received bids from five (5) contractors for the 2017 Municipal Partnering Initiative (MPI) Sewer Televising and Lining Program. The MPI is a municipality-based buying initiative where communities join forces to procure a wide range of public services in an effort to tap economies of scale. Huntley was the lead MPI community for this project and prepared the necessary contract bid documents. The other two (2) participating communities included the Village of Cary and the City of McHenry.

The bid results using the quantities from all three (3) participating municipalities are summarized as follows:

Visu-Sewer, Inc.	\$146,141.09
Hoerr Construction, Inc.	\$167,757.00
Michels Pipe Services	\$168,590.00*
SAK Construction	\$173,081.00
Insituform Technologies USA, LLC	\$174,862.40

*\*Corrected Bid from the “as read” bid result for Michels Pipe Services of \$169,291.00*

Visu-Sewer, Inc. was the lowest responsible bidder in the amount of \$146,141.09 (Bid Tab enclosed). Using only the Village of Huntley planned quantities, Visu-Sewer remained the lowest responsible bidder in the amount of \$56,956.85 (Bid Tab enclosed). The 2017 program will consist of televising, jetting and lining all the sanitary sewers and manholes identified in the target area. The target area is highlighted in the attached exhibit and includes:

- Dean Street: Martin Drive to Mill Street;

- Grove Street: Mill Street to south approximately 300'
- Myrtle Street: Mill Street to Main Street

The total planned length of sewer televising and lining is approximately 1,475 lineal feet along with lining 9 manholes. However, to take advantage of the favorable bid pricing, staff recommends adding quantity to the project up to the budget limit. The proposal also includes televising 500 lineal feet of sanitary sewer at a location to be determined such that staff can develop an understanding of the current condition of the sanitary sewer and evaluate potential repair options for future budget cycles if necessary. Work is anticipated to begin this spring.

#### Staff Analysis

The bids have been reviewed by Staff and the Public Works & Engineering Department recommends that the bid for the 2017 Sewer Televising and Lining Program be awarded to Visu-Sewer, Inc. from Bridgeview, IL. As has been done in previous years, residents and businesses in the project area will be notified prior to start of work.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote Sound Financial Management and Fiscal Sustainability* as a Strategic Priority, and “Enhance asset management program to sustain level of service at economical life cycle cost” as an objective.

#### Financial Impact

The FY 17 Budget includes \$75,000 for the Sewer Lining Program. The funding of this project is coming from the Sewer Capital Fund, 30-90-4-6955.

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

Trustee Kanakaris asked if in addition to televising the job would include lining as well; Director Farrell stated that it would include lining too. Trustee Kanakaris asked how long lining lasts; Director Farrell stated it lasts approximately 50 years at which time the sewer would need to be replaced, if necessary.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to forward on to the Village Board a Resolution Approving the Bid Award to Visu-Sewer, Inc. in the amount not to exceed \$75,000.00 for sewer televising, jetting and lining in the target area.***

- h) Discussion – Consideration of a Resolution Approving a Budget Amendment and Change Order to Muscat Painting in the Amount of \$10,125.00 for the Village of Huntley Streetlight Pole Base Repainting Program

Director of Public Works and Engineering Timothy Farrell reported that on May 12, 2016, the Village awarded a contract to Muscat Painting and Decorating (Muscat) in the amount of \$22,883.85 for the 2016 Streetlight Pole and Base Repainting Program. The scope of services included the cleaning, preparation, masking and painting of 115 steel streetlight poles and aluminum bases located adjacent to Del Webb Boulevard and Hemmer Road. On July 14, 2016, Change Order No. 1 was approved in the amount of \$11,440.00 to include 52 additional street light poles as follows:



- 1) The four crosswalk signal poles on Del Webb Blvd; 14' height;
- 2) The six poles and fixtures on Farm Hill Drive between Cold Springs Drive and Del Webb Blvd; 20' height;
- 3) The 18 poles and fixtures on Cold Springs Drive; 20' height;
- 4) The 24 poles and fixtures on Stonewater Crossing and Wildrose Drive; 20' height.

On September 16, 2016, the Village Board authorized Muscat to proceed with recoating the 75 streetlight poles (bases only) on IL Route 47 at a total cost of \$10,125.00. The weather turned cold before Muscat could remobilize to recoat the pole bases and the project was not completed.

#### Staff Analysis

The proposal for the additional work has been received and reviewed by Staff. The proposal includes recoating 75 decorative pole bases along IL Route 47 for a total additional amount of \$10,125.00. Muscat is willing to hold the 2016 price.

#### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a priority, "Improve Appearance of Public and Private Properties" as a goal, and "Improve Maintenance of Public Right-of-Ways..." as an objective.

#### Financial Impact

An amendment to the FY 2017 Budget in the amount of \$10,125.00 in the Capital Projects Fund line item 02-10-4-7720 is required to complete this program.

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 a Resolution to amend the FY17 Budget and approve a change order to Muscat Painting and Decorating in the amount of \$10,125.00 for the Village of Huntley Streetlight Pole Repainting Program.***

- i) Discussion – Policy Direction Regarding Text Amendment to Village of Huntley Zoning Code to Define Gasoline Service Stations and Truck Stops

Director of Development Services Charles Nordman reported that the Illinois Video Gaming Act provides for video gaming at truck stops and the Act provides a definition for truck stops as it relates to gaming. The Village Board recently amended the regulations regarding video gaming and increased the acreage (from 3 to 6 acres) and fuel sales requirements (from 10,000 to 20,000 gallons monthly) to meet the definition of a truck stop for purposes of video gaming licensing. However, the Zoning Code does not define a truck stop.

#### Staff Analysis

Staff is seeking Village Board direction to refer a proposed text amendment to the Plan Commission that would create a definition of a truck stop and better define the existing definitions for gasoline service stations.

Director Nordman reported that current Zoning Code does not define gasoline service station, which is a special use in the B-2, B-3, and M zoning districts, or a permitted use in the C-1 and C-2 Districts. It does not define truck stop and does not include as a permitted or special use in any zoning district.

## PROPOSED CHANGES TO THE ZONING CODE TEXT

Define gasoline service station as follows, with gasoline service stations revised to be a special use in the C-1 and C-2 Districts as well as the B-2, B-3, and M zoning districts:

Buildings and premises where gasoline, oil, grease, batteries, tires and automobile accessories may be supplied and dispensed at retail. A gasoline service station is not a truck stop and no over the road trucks shall be allowed to stop and park overnight or for any other period in which the operator of the truck takes mandatory down time or sleeps to enable the driver to return to service. May include a convenience center/mini-mart and/or car wash.

Define truck stop as follows, with truck stops not included as a permitted or special use in any zoning district at this time:

An establishment engaged primarily in the fueling, servicing, repair, or parking of tractor trucks or similar heavy commercial vehicles, including the sale of accessories and equipment for such vehicles. A truck stop consists of, at the very least, a diesel grade fueling station with bays wide and tall enough for modern tractor/ trailer rigs, have a large enough parking area to accommodate five or more semi-trucks or other heavy vehicles, exclusive of the fueling lanes. A truck stop may also include overnight accommodations, showers, or restaurant facilities primarily for the use of truck crews. Over the road trucks shall be allowed to stop and park overnight or for any other period in which the operator of the truck takes mandatory down time or sleeps to enable the driver to return to service. A truck stop is not a gasoline service station. A convenience store may also be associated with a truck stop; however, diesel fuel sales are the primary source of retail sales.

### Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Preserve and Enhance Quality of Life for Village Residents* as a priority, and “maintain high quality development standards” as a goal.

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

Trustee Piwko complimented staff on the good job putting this together. Village Manager Johnson stated that this will now go to the Plan Commission and then back to the Village Board for formal approval.

Trustee Kanakaris stated his concern about the possibility of a non-acceptable location for a Truck Stop. Village Manager Johnson stated that there is no zoning district identified in the proposed Ordinance for a Truck Stop so that a petitioner would have to come before the Village Board and request a text amendment.

There were no other comments or questions.

***It was the consensus of the Committee of the Whole to Refer Consideration of a Text Amendment of the Village of Huntley Zoning Code Regarding Gasoline Service Stations and Truck Stops into the Formal Review Process.***

- j) Discussion – Consideration of an Ordinance Adopting the Amended and Restated Village of Huntley Personnel Manual

Director of Finance and Human Resources Jennifer Chernak reported that the last major revision to the Village of Huntley Personnel Manual was completed in 2003. Although both state and federal laws have been adopted and followed to date, a more comprehensive personnel manual update and policy review was warranted. Updates to the personnel manual are necessary to remain current with state and federal laws and to ensure procedures and policies are consistent across all departments. The current manual has 39 sections; the revised manual is far more in-depth with 83 sections.

Staff Analysis

Finance and Human Resources, along with the Village Manager’s office underwent a lengthy process to complete a comprehensive review and revision of the Village of Huntley Personnel Manual. These updates are necessary in order to meet current regulatory requirements, clarify policy language and resolve any inconsistencies. Further, the revised personnel manual meets best practices for Human Resource policies and incorporates department head recommendations to better align with the Village’s current policies and practices.

Director Chernak noted a couple of changes:

- Vacation – went from four (4) levels to seven (7) levels and also includes an annual payout of unused vacation
- Tiered Health Insurance Plan

The following tentative timeline has been established for implementation of the new personnel manual:

Tentative Date:	Action:
Thursday, April 06, 2017	Review by Village Board at Committee of the Whole Meeting
Thursday, April 13, 2017	Approval by Village Board
Monday, April 17, 2017	Distribute electronic & print copies of the new personnel manual to staff, with a link to the manual on the Village website.
	Provide a general overview of sections that have been changed.
	Notify employees of dates for staff meetings to review personnel manual changes.
	Distribute acknowledgement of receipt and obtain signed acknowledgement from all employees.
Tuesday, April 25, 2017	Conduct staff meetings during the week to present changes and give employees an opportunity to ask questions.
Wednesday, April 26, 2017	
Thursday, April 27, 2017	

Strategic Plan Priority

The 2016-2020 Strategic Plan identifies *Promote and Improve Organizational Development Efforts* as a priority, “Update Personnel Policies and Procedures” as a goal, and “Complete and Adopt Update of Personnel Manual” as an objective.

Legal Analysis

The final draft of the personnel manual has been reviewed by the Village's employment attorney, Clark, Baird, Smith, LLP.

Director Chernak noted that Chrissy Hoover, Human Resources Manager, did an excellent job compiling the manual and stated that they would be happy to answer questions.

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

Trustee Goldman noted the Dress Code section and asked why leather clothes are not acceptable and suggested that leather blazers would seem to be appropriate in the workplace. Director Chernak stated that leather work jackets/blazers would be acceptable but not leather motorcycle gear.

Trustee Goldman stated that she did not think that visible tattoos would be an issue in 2017. Village Manager Johnson stated that residents have voiced concerns when a building inspector or public works employee comes to their home with visible tattoos.

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 Adopting the Amended and Restated Village of Huntley Personnel Manual.***

k) Discussion – Approval of the April 13, 2017 Bill List in the amount of \$255,440.25

Mayor Sass reported that \$18,913.04 of the bill list expenditures is from the FY16 Budget and the remaining \$236,527.21 is from the FY17 Budget.

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

***It was the consensus of the Committee of the Whole to forward on to the Village Board to approve the authorization of payment of the April 13, 2017 Bill List in the amount of \$255,440.25.***

**VILLAGE ATTORNEY'S REPORT:** None

**VILLAGE MANAGER'S REPORT:** None

**VILLAGE PRESIDENT'S REPORT:**

Mayor Sass wished Assistant Village Manager Lisa Armour a happy birthday and congratulated the Trustees that were re-elected.

**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 7:50 p.m.**

**MOTION:   Trustee Piwko**

**SECOND:   Trustee Westberg**

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

Respectfully submitted,

Barbara Read  
Recording Secretary