

**VILLAGE OF WAUCONDA**  
**SPECIAL COMMITTEE OF THE WHOLE MEETING**  
**NOVEMBER 11, 2009**  
**MINUTES**

**1. CALL TO ORDER**

Mayor Knigge called the Board of Trustees and Village Staff to order on Wednesday, Nov. 11, 2009, at 7:00 p.m. in the Village Hall.

**2. ROLL CALL**

Upon roll call by the Village Clerk the following Trustees and Village Staff were:

Present: Trustees Murphy, Knight, Mayo, Lochmayer, Barbini, Wahl

Absent: None

Also present were Village Administrator Quick, Assistant Administrator. Krajniak, Police Chief Larsson, Deputy Fire Chief Fessler, Building & Zoning and Public Works Director Geary, Superintendent of Public Works Soccorso, and Finance Director Torres

**3. ITEMS FOR DISCUSSION**

Mayor Knigge opened the evening's discussion by thanking everyone for coming in. He stated that it's exciting to get our Strategic Planning Process going again. After reviewing the summary of the meeting in August, he is reminded that the Village Board and Staff had accomplished quite a bit. We had put together the basic heart of our Strategic Plan. Tonight we will build on that.

We have established our five-year vision and put into place our major goals. We have also established our key objectives and tasks to be completed. This plan will be the backbone for how we are going to operate as a Village. Tonight we will break down each goal area into tasks, revise each into committee format and delegate it to the appropriate committee members who will take care of the task, working with the appropriate Village Department Head. We will establish timelines and work towards the final adoption of the Strategic Plan around Feb. 9<sup>th</sup> 2010. The Strategic Plan will then be given to the rest of the Village staff so they can set their goals. We also need to develop a process to measure our achievements towards meeting those goals.

**A. Strategic Plan: Wauconda 2014 – Review & Discussion**

Administrator Quick started the group by reviewing the document we received from Dr. Lou Bender after our August sessions. Asst. Adm. Krajniak prepared two other documents, the first was a reformat of the strategic goals and the other was a page suggesting current committee changes, such as combining the Public Works with the Building and Zoning Committee into one committee. It is also suggested there be a new committee added for Public Outreach and Communication. Trustees were reassigned and the new committees will be formed. These changes will go to vote at a future meeting.

A sixth goal area, Public Safety Initiative, was suggested. This area will be the responsibility of Chief Larsson with Trustee Knight and Trustee Mayo. They will work to develop objectives and tasks.

Each goal was reviewed and some minor changes made. Staff and Trustees were assigned to a goal area as follows:

- A) Strengthen the Sense of Community/Our Community Identity**  
Trustee Mayo, Trustee Murphy and Assistant Administrator Krajniak  
What is Wauconda? What is our identity? Need to develop a vision statement.
- B) Community Economic Development**  
Mayor Knigge and Assistant Administrator Krajniak  
This is a big and important task. There has already been some work done towards the tasks listed on the summary document.
- C) Achieve Financial Stability**  
Trustee Barbini and Finance Director Torres  
Overall task is to eliminate the Village's deficits.
- D) Village Operations and Infrastructure**  
Trustee Lochmayer and Director Geary  
Items listed are pretty straight forward, no changes made.
- E) Develop Effective Communication with the Citizens of Wauconda (Public Outreach)**  
Trustee Wahl, Director Geary and Assistant Administrator Krajniak  
Discussion involved many ideas for providing and improving communication with the citizens of Wauconda. This will involve the Newsletter, E-News, Connect CTY, and all the different ways in which we communicate with our residents. They will not put together the newsletter, but will establish the policies related to communication, how we want to communicate, and so forth.
- F) Public Safety Initiatives**  
Trustee Knight, Chief Larsson  
This will become another area for the Strategic Plan to include the goals of the Police Dept.

Also discussed is the need to get the people of Wauconda involved. We need to develop a list of opportunities to include the citizens of Wauconda in working with the staff and government to improve Wauconda. Mayor Knigge mentioned that he has received calls from our residents offering to help. Trustee Mayo said that she would call those people back and find a way to get them involved.

The Board and Village Staff will meet in 6 months to revisit the Strategic Plan - Wauconda 2014. In the mean time, the Trustees will report progress made before this time during Regular Board Meetings.

We need to adopt the Strategic Plan before the next fiscal year.

**B. Other Business**

None

**4. ADJOURNMENT**

Meeting adjourned at 8:30 p.m.

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Ginger Irwin, Village Clerk