

**APPROVED MINUTES - SPECIAL BOARD MEETING ON PROTOCOLS
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON MONDAY, JUNE 8th 2009 AT 7:00 P.M.
IN SECOND FLOOR CONFERENCE ROOM AT PUBLIC WORKS**

OFFICIAL RECORD:

PRESENT: Trustees Hale, Hedges, Johnson, Lueck, Brewer, Pate, and President Pope
ABSENT: None
QUORUM: President Pope called the meeting to order at 7:50 p.m.

Also present: Tom Barwin, Ray Heise, Lisa Shelley

PRESIDENT'S REPORT:

President Pope reported that the meeting of the National Conference of Mayors in Providence, Rhode Island, this coming weekend will not be attended by President Obama and a group of top Federal officials due to an unresolved labor dispute in Providence. This decision may present problems for attendance by Federal officials at other events nationally.

REGULAR AGENDA

A. BOARD PROTOCOLS AND GOAL SETTING

The Board agreed to focus first on a review of the Protocols drafted at the Special Meeting of May 7, 2009. Board members discussed use of these protocols at recent meetings and noted where they worked well or were not observed. The Board should continue to observe agreed-upon time frames and other procedures to make protocols effective.

The Draft protocols were reviewed and corrected. The Board asked the Village Attorney to provide details of first and second readings to add to the Protocols.

Protocol and procedural issues proposed by the Clerk were discussed. New or amended motions of more than 10 words will be put in writing by the Village Attorney and read aloud prior to a vote.

Changes in format for minutes were discussed and approved. Approved minutes of Special Meetings will now be posted online.

The Board agreed to limit breaks during meetings to attend celebrations to no more than 10 minutes with a definite return time announced by the Chair.

The Board directed the Clerk to prepare a more detailed proposal for changes in inclusion of Special Events within the body of board meetings.

The Board asked that any items not considered ripe for discussion not be included in agendas. Responses to questions about agenda items distributed on Tuesdays should be provided in the Friday packet or removed from the next week's agenda.

The Board requested that a clear and concise standard format be adopted for reports with bullet

points and that quarterly or other periodic reports provide standard data each time with comparisons for ease of review.

The content and intent of special meetings was discussed. Only items announced in the agenda should be addressed.

The Personnel Committee of the Board will prepare information to clarify the role and relationship of the Village Attorney, who is appointed by the Village Manager with consent of the Board, reports to the Village Manager and works with the Board. The Personnel Committee will provide evaluation and feedback to the Village Manager.

The President will provide a biweekly written report to include with the Board packet. He will consult with the Village Clerk to review the appointment process for advisory boards and commissions. In board discussion, he will call on board members in sequence if they indicate that they wish to speak.

When possible, a President Pro Tem will be announced at the previous meeting. This assignment will continue to rotate alphabetically. In an emergency situation, such as disaster declaration, when the President is not available, the senior board member available will act as President in his absence. For special events where the President is not available, one of the Trustees will be asked to represent him.

Standing committees of the Board are governed by the Open Meetings Act. Assignments for these committees for this year are as follows:

Finance: Trustees Brewer, Hale and Hedges

Personnel: Trustees Johnson and Lueck

Reinventing Government: Trustees Brewer, Hedges and Lueck

Intergovernmental Relations: Trustees Johnson and Pate

President Pope will be an ex officio member of all committees.

Task forces will be appointed as needed for special projects. Trustees Hale and Pate have led the Protocols process.

Trustee Brewer will take over former Trustee Marsey's assignments for advisory boards and commissions. All other assignments will remain the same for the present. Each Board member should work with assigned commissions to clarify the liaison role and expectations as an information conduit and resource. Board members noted that several different approaches have worked well in the past, including attending commission meetings or meeting periodically with the commission chair.

The Board explored options to provide greater opportunities to interact with members of other elected boards to come to a common understanding of shared concerns. This may be a topic for further exploration by the Intergovernmental Relations Committee.

Discussion of goals for the coming year will be addressed at a future meeting. Board members

noted that these will probably be largely the same, with sustainability and financial stability as priorities.

CONSENT AGENDA

- B. Resolution 2009-R-090 entitled **RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH SUPERIOR ROAD STRIPING INC. FOR THERMOPLASTIC PAVEMENT MARKINGS WITH WAIVER OF VILLAGE FORMAL BID**

Approval of the Consent Agenda

It was moved and seconded to approve the item under the Consent Agenda. True and correct copies of the Resolution is herewith ordered to be filed in the Office of the Village Clerk.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hale, Hedges, Johnson, Lueck, Pate and President Pope

NAYS: None

The Consent Agenda was approved.

ANNOUNCEMENTS:

The Village Manager invited Trustees to attend a “green energy” exposition at the Public Works building on Friday, June 12, 10:00 a.m. to 2:00 p.m. This will be an opportunity to learn more about energy alternative vehicles.

Trustee Hale reported that the Forestry Commission will tour the village with Forestry Superintendent Jim Semelka to learn more about plans for tree replacement and maintenance. He invited residents to view a nine minute video available on the home page of the Village website which provides details about this program.

ADJOURN

It was moved and seconded to adjourn the meeting. A voice vote was taken and the motion was approved. The meeting adjourned at 9:58 P.M. Monday, June 8th , 2009.

SUBMITTED AND RECORDED I THE OFFICE OF:

Teresa Powell, Village Clerk