

**APPROVED MINUTES - SPECIAL BOARD MEETING  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON MONDAY, MAY 13<sup>TH</sup>, 2013 AT 7:00 P.M.  
IN THE COUNCIL CHAMBERS OF OAK PARK VILLAGE HALL**

**I. CALL TO ORDER**

President Abu-Taleb called the meeting to order at 7:00 P.M.

**II. ROLL CALL**

PRESENT: Trustees Barber, Brewer, Johnson, Lueck, Salzman and Tucker; President Abu-Taleb  
ABSENT: None

**III. AGENDA APPROVAL**

It was moved and seconded to approve the agenda for the meeting. A voice vote was taken and the agenda was approved as presented.

**IV. PUBLIC COMMENT**

There was no public comment.

**V. SWEARING-IN OF TRUSTEE GLENN BREWER (4 YEAR TERM)**

Village Clerk Teresa Powell administered the Oath of Office to Trustee Brewer.

**VI. BOARD PROTOCOLS, BOARD COMMITTEE ASSIGNMENTS, BOARD CALENDAR  
AND SETTING A DATE FOR A FORMAL GOAL SETTING SESSION**

**PROTOCOLS**

Village Manger Cara Pavlicek referred to the Village Board Protocols last amended in June 2010 and modified with current practices not clearly indicated in the document. She added that it is critical that there is consensus among the Board in regards to protocols and that expectations are clear on both sides in order for the Village Manager to take normal action.

**Executive Session**

Items related to Executive Sessions were discussed. Trustee Johnson commented that past Presidents have removed items from an agenda before the rest of the Board even knew they existed. If there's an issue of importance, one person should not be able to withhold it from action; it should be put on an agenda and come before the full Board. The subject of time management was raised, as well as parameters of items discussed in Executive Session.

**Meetings**

Trustee Tucker suggested that Special Meetings be held only out of necessity. Trustee Lueck commented that Special Meetings were originally held to address specific items but have expanded to include overflow from Regular Meetings, presentations, etc., resulting in minimal versus full discussion of the topics indicated.

Hard stopping all meetings at 10:30 p.m. was proposed. Also noted was moving items of high interest to the front of the agenda in order to avoid inconvenience to those waiting to observe, speak or make presentations.

Trustee Barber acknowledged that during the campaign, he remarked that there are too many meetings. Currently, the Meeting Calendar is set up with the same number of meetings as past years. He conceded that there are going to be Special Meetings, but questioned whether they need to occur twice a month, nine months of the year. If the Board is going to try to limit the number of meetings, this is the ideal time to do it.

Trustee Salzman agreed and also agreed with Trustee Lueck regarding limiting Special Meetings to one topic. Trustee Tucker noted that perhaps less discussion should be held. Trustee Lueck added that if the Board cannot get their answers after one round of questions, the item should be tabled for another meeting. Spending a lot of time talking about an issue is not productive. She suggested generating a list of at least six items for Special Meetings spread out over three to six months, with consideration to time-sensitive and long-pending items. This would help define how Special Meeting are scheduled.

#### Agenda Preparation

Dispensing with the reading of the Consent Agenda was considered. Trustee Salzman suggested that the Meeting Calendar be placed on the Consent Agenda at regular intervals so Board members may review it, and if necessary, remove from Consent for discussion. This would give them the opportunity to possibly remove some unnecessary meetings. Protocol for removing an item from an agenda was discussed. Village Manager Pavlicek spoke about the new agenda package distribution procedure.

#### Consent Agenda

The next item discussed was development of a new protocol regarding approval of liquor licenses, which are traditionally placed on the Consent Agenda. Trustee Barber expressed concern regarding the President voting on the Consent Agenda but abstaining from just the liquor items. He was more comfortable creating a separate Consent Agenda for liquor items only. Acting Village Attorney Simone Boutet suggested putting liquor ordinances on a "Non-Discussion" Regular Agenda, as President Abu-Taleb may recuse himself and a President Pro Tem will preside for consideration of those items. Trustees Salzman and Brewer agreed.

#### Public Comment

Trustee Lueck stated that there should be follow up by the Village Manager to all issues raised via public comment. President Abu-Taleb suggested expanding the three minute limit. Trustee Johnson noted that three minutes is appropriate; speakers occasionally go over the limit already. Increasing it to four or five minutes would allow for fewer people to speak within the 30 minutes allowed for public comment. In addition, expanding the 30 minutes isn't an option if the Board wishes to shorten the meetings. Trustees Barber and Brewer agreed. Trustee Lueck suggested at the end of public comment, the President announce that the Village Manager will follow up with the speakers on issues raised. If the speakers are expecting or requesting something other than that, they will have a chance to say so. Trustee Salzman agreed, adding that creating more of a dialogue will convey to people that they have been heard.

#### Board Deliberation

Ms. Boutet reminded the Board that in order to introduce consideration of an agenda item,

someone must move and second the motion prior to discussion. Without a second, the motion dies.

Trustee Salzman stated that board deliberation consumes most of the meeting. There needs to be some type of order imposed on the discussion process. The more formal round-robin format was discussed versus the President arbitrarily calling on Trustees for their comments. Trustee Lueck noted that at times it is important to have the opportunity for discussion, as Trustees want the public to understand why they are voting a certain way. Village Manager Pavlicek stated that there needs to be a balance between following Robert's Rules of Order to the letter and having transparent deliberations. She agreed that the meetings should be focused and efficient, but it does help the public and the staff to know the rationale behind Board decisions.

#### Role of Trustees

There was a brief discussion regarding email communication protocol. The Board was reminded not to state their opinions publicly or privately on issues currently before them.

Village Manager Pavlicek noted that under "Standards for Public Emergencies" she would add that the President Pro Tem is selected on seniority and availability if the Village President is not available. Protocol for talking to the media was discussed. Trustees may speak for themselves; only the President may make a statement on behalf of the entire Board.

#### Role of Village Attorney

The role of the Village Attorney and reporting to the Village Manager was discussed.

Trustee Johnson asked that the Clerk refer to them by just their last names when calling the roll and stated that Board members may refer to each other by their first names during the meetings. He also asked that, as a courtesy, any Board member who wishes to submit an editorial for publication share it with the full Board prior to submission. A discussion followed.

#### **BOARD COMMITTEE ASSIGNMENTS**

Trustee Barber will temporarily assume the Commission Liaison and Board Committee roles left vacant by Former Trustee Hedges.

#### **BOARD CALENDAR**

Village Manager Pavlicek referred to the Meeting Calendars for May, June and July, adding that she would like to schedule the Board's Goal Setting Session. Following discussion, the date was set for Saturday, June 8 at an off-site location to be determined.

#### **ADJOURN**

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 9:22 P.M. Monday, May 13, 2013.

#### **SUBMITTED AND RECORDED IN THE OFFICE OF:**

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Teresa Powell, Village Clerk

By: MaryAnn Schoenneman  
Interim Deputy Village Clerk