



## Village of Oak Park

123 Madison Street  
Oak Park, Illinois 60302  
[www.oak-park.us](http://www.oak-park.us)

### Special Meeting Minutes

### President and Board of Trustees

**Wednesday, September 03, 2025, 6:00 pm, Village Hall, Room 101**

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I. **Call to Order:** Village President Scaman called the Meeting to order at 6:09 P.M.

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II. **Roll Call Attendance:** Village Clerk Waters took the roll call as follows:

Present: Village Trustees: Eder, Leving-Jacobson, Taglia, and Wesley; and Village President Scaman.

Absent: Village Trustees Enyia and Straw.

Also Present: Village Clerk Waters.

Village President Scaman declared that there was a quorum present.

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III. **Agenda Approval.**

President Scaman called for a Motion regarding the Agenda as presented.

A **Motion** was made by Trustee Eder, seconded by Trustee Leving-Jacobson to **Approve the Agenda** as presented.

- There were no questions, comments or discussion from or by the Board.
- President Scaman called for a voice vote; all voted in favor and none were opposed.
- **Motion carried** unanimously on a voice vote.

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IV. **Non-Agenda Public Comment.**

Resident Melanie Weiss stated that she was disappointed to learn of the Flock camera contract being canceled and hopes that the Board will provide the police department with license readers and other the proper tools needed to track down people who commit

criminal acts and to maintain a safe and secure community. Weiss stated that her interest is personal because a UPS delivery person was "maced" delivering a package to her door last December, 2024, and she believes the perpetrator was apprehended due to Flock cameras.

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V. **Proclamation.** None.

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VI. **Regular Agenda.**

A. **ID 25-517.** Village Board Workshop – Part 2.

President Scaman asked Village Manager Jackson to start the workshop discussion. Jackson stated that this meeting will focus on protocols of the Board and effective governing. Jackson also stated that the discussions held in the July 29, 2025 workshop meeting that focused on updating the Village Board goals for 2026–2028, as well as tonight's discussion regarding protocols, occur every 2 years following each local election cycle, so that the Board may review and update the Village Board goals and protocols.

Jackson stated that prior to the discussion of Board protocols, there will be a presentation on effective governing, and he introduced Mike Letcher, President of BridgeGroup, LLC who delivered a presentation on governance. Letcher led a presentation that included subjects from the 57-page document entitled "Village of Oak Park Building Effectiveness Governance and Strategic Focus" that was distributed.

Letcher noted that he researched Oak Park and complimented the current leadership on its Strategic Plan, Capital Improvement Plan, and Oak Park's Vision Zero Action Plan. Letcher stressed the benefits of having leaders who are strategic thinkers, planners, visionaries and who function effectively.

Letcher explained that leaders, including this Village Board, play an integral and imperative role in the success of the organization, and that a key to success is to set leadership expectations for the following:

- Improving processes and procedures,
- Effective and efficient customer service,
- Financial management, and
- Employee engagement and empowerment.

Letcher also discussed the "Governance Relations System (GRS)" which serves as a bridge that aligns the Village Board's expectations with the manager's responsibilities in the daily operations of the Village, and, that establishes reasonable expectations for the Board to actively support the manager in successfully executing the expectations. Letcher stated that GRS defines governance and organizational expectations, improves organizational culture and performance and highlights targeted improvements through regular evaluations.

Letcher stated that the GRS is comprised of four essential areas:

1. Expectations of the Organization, including that the executive management team is committed to developing and empowering staff, providing a learning environment, and improving internal processes and procedures;
2. Performance Expectations of the Manager, including that all written information provided to one Board member be provided to all members, planning ahead, recognizing potential problems and ensuring attention to detail;
3. Expectations of the Board, including focusing on outcomes and not positions, avoiding operational interference, supporting the will of the Board, being prepared and not undermining staff at public meetings;
4. Expectations of Customer Service/Civic Engagement, including civic engagement, educating citizens regarding services, and timely responses.

The Board members took a break at 7:55 pm and reconvened at 8:09 pm.

The Board then discussed a short survey administered by Letcher and the responses received from the Board members.

Letcher also discussed the topic of strategic focus, and how it provides organizational priorities, prevents distractions, drives policy and provides the foundation for community priorities. The Board discussed how the key to successful strategic plans is the integration of the plan with the budget, staff work plans, board agendas, performance measures and updating the strategic plan.

Letcher concluded his presentation and thanked the Board for their attention. There was no further discussion and no action was taken by the Board with regard to the presentation by Letcher and BridgeGroup, LLC.

Village Manager Kevin Jackson then called upon Deputy Village Manager Lisa Shelley to commence the discussion of Board protocols. Shelley then led the discussion with the Board members regarding the protocols of the Village Board of Trustees that were adopted February 6, 2024. Some of the protocols discussed included the following:

- scheduling of meetings, including regular Board meetings,
- agenda preparation protocols,
- deadlines for submitting feedback to staff on draft agenda items,
- procedures for requesting a consent agenda item to be moved to the regular agenda,
- timing protocols for asking questions regarding agenda items,
- adding new items ("discussion only" items) to the agenda,
- public comment protocols, including both agenda and non-agenda public comments;
- protocols for study sessions, special board meetings, executive sessions, and committees of the Village Board,
- general communications protocols,
- responding to emails and voicemail sent to the Village Board, and
- electronic attendance at meetings and requirements of a physically present quorum.

At 9:59 pm, there was a **Motion** by Trustee Leving-Jacobson, seconded by Trustee Wesley, to extend the meeting past 10:00 pm.

- President Scaman called for a voice vote; all voted in favor and none opposed.
- **Motion carried** unanimously on the voice vote.

The Board resumed their discussion of protocols, including Board deliberations and "round robin" discussions during Board meetings.

Village President Scaman asked whether there any further questions or comments. There were none. Scaman invited everyone to call or email Village Manager Jackson or herself regarding any of the proposed revisions to the Board protocols, or with any input or feedback regarding the earlier presentation that addressed governance.

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## VII. **Adjournment.**

There being no further business before the Village Board, a **Motion** was made by Trustee Eder, Seconded by Trustee Wesley, to **Adjourn** this meeting at 10:14 p.m.

- President Scaman called for a voice vote; all voted in favor and none opposed.
- **Motion carried** unanimously on a voice vote.

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Respectfully submitted,

Interim Deputy Clerk Marjorie A. Manchen