



# Village of Oak Park

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

## Meeting Minutes

### President and Board of Trustees

---

Monday, May 13, 2019

6:30 PM

Public Works Center 201 South Boulevard

---

**Special Meeting at 6:30 p.m., Public Works Lunch Room (2nd Floor), 201 South Blvd.**  
**The Village Board is expected to adjourn immediately into Executive Session and reconvene the Special Meeting at 7:00 p.m. in the Public Works Conference Room (2nd Floor), 201 South Blvd.**

#### Instructions for Public Comment

#### I. Call to Order

Village President Abu-Taleb called the meeting to order at 6:30 P.M.

#### II. Roll Call

**Present:** 7- Village Trustee Andrews, Boutet, Buchanan, Moroney, Taglia, Walker-Peddakotla, and President Abu-Taleb

**Absent:** 0

#### III. Consideration of a Motion to Adjourn to Executive Session to Discuss Litigation

**AYES:** 7- Village Trustee Andrews, Boutet, Buchanan, Moroney, Taglia, Walker-Peddakotla, and Mayor Abu-Taleb.

**NAYS:** 0

**ABSENT:** 0

It was moved by Trustee Andrews and seconded by Trustee Moroney to adjourn into executive session pursuant to 5 ILCS 120/2(c)(11) - discussion of pending litigation. The motion was approved. The roll call on the vote was as follows:

#### V. Reconvene to a Special Meeting at 7p.m. in the Public Works Conference Room, 201 South Blvd, 2nd Floor

Trustee Moroney moved Trustee Andrews seconded to reconvene the meeting at 7:11 P.M. A voice vote was taken and the motion was approved.

#### VI. Roll Call

**Present:** 7- Village Trustee Andrews, Boutet, Buchanan, Moroney, Taglia, Walker-Peddakotla, and President Abu-Taleb

**Absent:** 0

## VII. Agenda Approval

It was moved by Trustee Andrews and seconded by Trustee Boutet to approve the agenda. A voice vote was taken and the motion was approved.

## VIII. Public Comment

**Kitty Conklin:** Ms. Conklin suggested the Village Board consider discussing protocols regarding Trustee participation on social media.

## IX. Regular Agenda

### A. [ID 19-145](#) Review of the Village Board Protocols

After an election of new Trustees members of the Village Board revisit board protocols for conducting efficient and effective meetings. Trustee Boutet began with introducing suggested revisions that she had previously emailed to members of the Village Board. Her suggested revisions were with the intention to make the document more concise and less repetitive. Trustee Andrews agreed that the protocols document could be more to the point, the majority of the Board agreed. President Abu-Taleb suggested the Board go through the current document and note items that can be eliminated, modified, or condensed. Staff will note suggested changes and work to revise the document to suit the intention of the Board.

#### 1. Role of the Village President

Items under this section pertain to practices that encourage transparency in action and level of communication between the President and individual Trustees. The majority of the Board felt this section can reasonably be assumed but do appreciate the clarity regarding availability of office space to all Trustees. Trustee Boutet and Trustee Walker-Peddakotla suggested a goal time frame for the President to appoint Commission Chairs to a vacancy. Discussion resulted in that the President will fill appointments to Chair positions as quickly as reasonably possible, when a qualified applicant is available.

#### 2. Role of Trustees

Items under this section pertain to practices that encourage transparency to the public and reduce risk of violating the "Open Meetings Act". Trustee Boutet suggested this section can be condensed by simply stating Trustees shall avoid contemporaneous communication about public business when not taking part in a public meeting. Trustee Moroney questioned whether they should add a statement specific to social media. The Village Board agreed to self-monitor with the intention to do their best to protect the Village and avoid comments and conversation on social media that could be construed as a violation. Trustee Moroney noted that it may be helpful to have in writing that a Trustee is not obligated to host a

Trustee facebook page.

### **3. Responses to Board Email**

Village staff and Trustees will blind copy each other when responding to a constituent that has emailed the entire Board so that all are aware that a concern is either being handled or how another Trustee has responded.

### **4. Responses to Board Voicemail**

Members of the Village Board requested staff respond to general Board voicemails when staff is handling the concern to avoid potential confusion derived from multiple responses and to ensure that all inquiries are being responded to.

**5. Individual Board emails and voicemails** are not received by staff and are the responsibility of the Trustee or Board President.

### **6. and 7. Protocol for public emergencies and responding to the media**

Procedures exist to ensure accurate and necessary information is released in the case of an emergency or when handling breaking news of a sensitive nature. Board members are encouraged to follow that protocol to reduce the risk of contributing to inaccurate information.

### **8. Individual Elected Official Requests for Information**

The Village Board discussed how to best get information from staff when responding to questions via email. Currently the Village Manager creates a document that has all Trustee questions and answers together so that everyone gets the same information. The concern from members of the Board is that once their question is in a document it is harder to search for future reference. Trustee Taglia finds the current process helpful. Staff will consider options in an attempt to address concerns. Trustee Walker-Peddakotla asked the Village Clerk whether there is a way to archive the document so that subject matter is searchable. Further research is required and will be considered.

### **9. Role of Village Clerk**

Trustee Boutet shared that she feels discussing the role of the Village Clerk is a separate conversation and shared that she would prefer the Village Clerk's Office be closer to the front door, as an ombudsman for members of the community. More relevant to a protocol discussion, Trustee Boutet requested the Village Clerk be included in Board emails and receive the agenda at the same time as members of the Board. Trustee Walker-Peddakotla agreed. Trustee Andrews agreed that a separate meeting is necessary but added that the role of the Clerk as it relates to Board communication and meetings can be worked into the entire

document. Trustee Walker-Peddakotla moved to request a meeting in the near future pertaining to the role of the Village Clerk that will include information on the statutory role, customary role, and permit discussion for the role of the Village Clerks Office as they desire it. Trustee Boutet seconded Trustee Walker-Peddakotla's request. The conversation resulted in confirmation that current statutory and customary duties as provided in State and Village Code have not changed. Trustee Andrews suggested the document could identify that information. Trustee Moroney acknowledged that residents of Oak Park submit information to the Village Clerk that they request be forwarded to staff and/or members of the Village Board. Members of the Village Board provided consensus that they do not see a problem with the Village Clerk receiving Board emails, however it is clear that the Village Clerk does not respond to those emails. The purpose is for the Village Clerk to be appropriately aware of agenda related conversation.

#### **10. Role of the Village Attorney**

Similar to the role of the Village Clerk, the statutory and customary role of the Village Attorney has not changed as it is provided in the Village code.

#### **11. Board Committees**

It was noted that I-Gov is no longer a committee of the Village Board.

Trustee Boutet would like more discussion on what committees do, and consider referring work that the majority of the Board view as crucial to their role as a Trustee to the Board as a whole, rather than be initiated at a committee level; primarily Budget and Personnel Committees. The Village President stated the intention of committees is to divide the workload so that the time commitment for Trustees is manageable and does not slow down the process for staff. Trustee Walker-Peddakotla suggested the committees should have definitions provided in the protocols. The Village President reiterated that all Trustees are permitted to participate at all committee meetings and all committee meetings are open to the public.

Three members of the Village Board will be appointed to the Finance Committee as stated in the Village code.

Trustees will have the opportunity to share with the President what Board Committees they have interest in participating on.

#### **Agenda Preparation**

Trustee Boutet provided suggested recommendations for consolidating redundant information in sections for preparation of executive session, regular meetings, and special meetings of the Village Board. Trustee Boutet shared her suggestions with staff.

Discussion was had regarding scheduling of Board breaks. The desire is to balance the workload in a way that does not overload the Board, cause long breaks, or slow down bringing forward agenda items. The Village President believes the current process is working. Staff will make every effort to have consistent meetings, with consistent workload, and avoid extensive breaks followed by a heavy workload. Trustee Boutet suggested the following language: The Village Manager will schedule meetings and agenda items so that there is sufficient time to discuss them while also allowing business to be done in a timely matter. President Abu-Taleb approved of the language. April, August and December are typically opportunities for a Board break. The Board calendar is on the first regular agenda of every month.

It was agreed that the Liquor Commissioner will act as President Pro Tem for Liquor agenda items.

The Village President will attempt to direct appropriate public comment topics to staff, suggest revisiting by the Board, or follow-up with individual constituents to address concern that residents don't feel their public comments are acknowledged.

Trustee Walker-Peddakotla requested an ongoing document of pending agenda items for review by the Village Board so that the Board can prioritize discussion.

Trustee Boutet requested more time to review agendas. Consensus was to leave the current protocol as is so that staff has sufficient time to finalize agendas.

#### **Citizen Commissions**

Trustee Boutet would like updates on Commission work plans. Members of the Village Board acknowledged the onus is on them to provide updates at regular Board meetings.

## **X. Adjourn**

Trustee Andrews motioned to adjourn. Trustee Moroney seconded the motion. The Village President adjourned the meeting at 9:08 P.M.

Respectfully submitted,  
Clerk Scaman