



# Village of Oak Park

123 Madison Street  
Oak Park, Illinois 60302  
www.oak-park.us

## Meeting Minutes

### President and Board of Trustees

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Monday, May 10, 2021

7:00 PM

Remote

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#### I. Call to Order

Village President Scaman called the meeting to order at 7:00 P.M. She authorized a statement be read providing that the meeting is being held remotely due to COVID-19 restrictions and guidelines and that it is not prudent to have people present at the Village Board's regular meeting location due to public health concerns related to that pandemic.

#### II. Roll Call

**Present:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Taglia, Village Trustee Walker-Peddakotla

**Absent:** 0

#### III. Agenda Approval

**It was moved by Village Trustee Walker-Peddakotla, seconded by Village Trustee Buchanan, to approve the Agenda. The roll call on the vote was as follows:**

**AYES:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Taglia, Village Trustee Walker-Peddakotla

**NAYS:** 0

**ABSENT:** 0

#### IV. Non-Agenda Public Comment

**Arthur Paris, Owner of Carnival Grocery:** Arthur congratulated and thanked each of the elected officials for the service and the time they've taken to listen to his concerns. Arthur expressed his concern for the development of the new Pete's Fresh Market and the amount financial support it received. In general, he shared his concerns for larger commercial developments and the lack of support for small local brick and mortar businesses, much like Carnival Grocery. Arthur and his team will conduct market analysis research and will present their findings to the Village President and Village Board once it is complete.

#### V. Regular Agenda

A. [ID 21-140](#) Discussion of the 2021-2023 Village Board Protocols

Village President Scaman provided an overview of the agenda item. She stated that she sees her role as the Village President and the role of Village staff to contribute to the success of the Village Trustees. She noted any questions which do not directly pertain to the protocols will be placed in a "parking lot" so they can be discussed at a later date.

Village Trustee Buchanan asked which version of the agenda item, with suggestions or without suggestions. Village President Scaman confirmed the Village Board will review the version with suggestions outlined in blue during this meeting.

Village Manager Pavlicek provided background on the Protocols (ID 21-140) document adopted by previous Boards to be reviewed and amended as needed.

Village Trustee Parakkat asked if the location of Board meetings is a part of the Protocol discussion.

Village President Scaman asked Village Manager Pavlicek to send out an email or memo answering Village Trustee Parakkat's questions.

Village Trustee Parakkat clarified that he is wondering if the location can change for the Village Board to take meetings to different locations throughout the Village.

Village President Scaman indicated that she would like to further explore this idea, but that this is not a question pertaining to protocols. She encouraged Village Trustee Parakkat to bring this discussion back to the Village Board because it fosters community engagement.

Village Manager Pavlicek added that technology, American Disability Act (ADA) requirements, and ensuring the public is aware of the updated location should also be taken into consideration.

The Board read through and discussed protocol during meetings. The following specific comments were made:

Village President Scaman explained the difference between Regular Board meetings and Special Board meetings.

**I. Meetings of the Village Board** Village President Scaman clarified, the first and third Monday are when Regular Board meetings take place. During the Regular meetings is when there is voting on resolutions, ordinances etc. The second and fourth Monday are typically referred to as

Study Sessions/Special Meetings and are meant to allow time for a more robust dialogue amongst the Village President and Board, and it is also a time when votes are still allowed.

### **Regular Meetings of the Board**

#### **A. Scheduling (Regular Meetings):**

1. Village Trustees and Village President agreed with 6:30PM CST start time for Executive Session, 7:00PM or 7:30PM CST start time for Board Meetings. Village Trustee Taglia wanted to ensure that the meeting start time of 7:00pm CST is acceptable for staff. Village Manager Pavlicek confirmed staff is flexible, staff only asks that the time Board meetings start is stable.

2. Village Board meetings will conclude no later than 10:00PM CST, with a goal to conclude no later than 9:30PM CST.

3. The Village Board agreed that there will only be one meeting during the months of April, August, and December.

4. The Village Board of Trustees agreed to be referred to by their first name by Village President Scaman, and by title and last name during Roll Call by Village Clerk Waters.

7. Village President Scaman indicated the importance of hearing from all Trustees first on an item, to determine if there is sufficient information to make a decision.

8. Village President Scaman assured that any time a Village Trustee has a question the Village Attorney is available at each meeting as a resource. Village Manager Pavlicek added that historically, the Village Attorney can answer questions about process versus it coming from the table of elected officials. She stated that while this was specific to first and second readings, the Village Attorney is available to provide guidance about general legalese.

#### **B. Agenda Preparation (Regular Meetings):**

1. Village Manager Pavlicek shared a flow chart which explained the way in which items are presented. The top three items which contribute to Village Board Meeting Agenda Development on a week to week basis are, 1. Board Goals, 2. Budget Adoptions and 3. Budget Appropriation Requiring Legislative Action. Village Manager Pavlicek also explained the other four important contributors are, 1. Statutorily Required Actions, 2. Ceremonial Matters, 3. Reports that are Required under the Village Code, and 4. Applications that Requiring Legislative Actions.

Village Trustee Parakkat requested a copy of the flow chart which Village Manager Pavlicek presented.

Village Trustee Buchanan would like more information about how to bring items to the Board Meeting agenda that are issues which residents want discussed or those that are important to Village Trustees.

Village Trustee Walker-Peddakotla would like to ensure the Board and staff are able to track resolutions brought to the Board which have a motion and a second, to ensure they are brought back to the Board in a timely manner.

Village President Scaman shared that she and Village Manager Pavlicek have a calendar to be reviewed aloud with the Board and added to the Village Manager's Weekly Report. She also introduced Deputy Village Manager Ahmad Zayyad who will introduce additional ideas and suggestions.

3. Village Manager Pavlicek stated the importance of receiving Board feedback by 12 noon on Thursdays. Especially, if an item will be requested to be moved from Consent to Regular agenda or if a Trustee should have a big question.

Trustee Robinson asked if staff feedback should go directly to Village Manager Pavlicek. Village Manager Pavlicek clarified that feedback should be sent to the Village Manager's Office.

6. Deputy Village Manager Ahmad Zayyad shared his experience in working with other communities. He stated if new agenda items were to be created, a Trustee would present the item during the Board meeting. Then would get two other Trustees' votes to move the discussion forward and bring the item to the following agenda. Doing so, allows staff time to complete due diligence on presented information. Village Manager Pavlicek clarified that instead of electronic dialogue, this would mean the discussion happens at the Board meetings.

The Village Board discussed the most effective way to bring agenda items to the meeting agendas. It was decided to leave it at two Trustee to bring an item to the agenda. Village President Scaman clarified that the Board Protocols can be revisited at a later time to ensure trust and efficiency amongst the Board.

8. Village President Scaman suggested questions and answers from the Village Board on agenda items are posted to the website.

Village Manager Pavlicek said this is not to discourage questions from being asked by Trustees. Questions asked by Trustees via email will be posted verbatim. If questions are asked by phone call the name of the Trustee and the name and title of the staff member who answered the question. All Trustees agreed to this action.

11. Village Manager Pavlicek suggested the removal of number 11, as Liquor License items do not have to be separated now because the Village President is the Liquor Commissioner.

12. Village Staff will incorporate suggestions made by the Trustees. Village Trustee Walker-Peddakotla clarified if agenda items which were brought to the previous Board require a new motion and second from the current Board. Village President Scaman confirmed those items do not require a new motion or second.

### **C. Consent & Regular Agenda (Regular Meetings)**

Items 1 and 2, Village President Scaman encouraged the Board adhere to the deadline.

### **D. Board Deliberation (Regular Meetings)**

Village Manager Pavlicek provided the background on items 2 and 3. The Board discussed how the time limits would be adhered to.

### **E. Public Comment ( Regular Meetings)**

1. Village Manager Pavlicek shared three ways which Public Comment can be delivered during virtual meetings: 1. Written delivery when they are read aloud by the Clerk, 2. Verbal comments by telephone, and 3. Allow the public to join in and provide their comment. When the meetings go back to in-person, this topic can be revisited.

Village President Scaman would like to keep the option of having the Clerk read the public comments because for some people it made it more accessible.

After further Board discussion, the Board agreed to start with an audio option for public comments to be given over the phone.

2. The Board discussed the current time limits and agreed with maintaining the 30-minute limit.

3. Village Manager Pavlicek will email the Board to follow-up on the resolution of items which were brought to the Board during Public Comment.

Village President Scaman mentioned that Trustees can ask that staff follow up on a comment, however they should avoid dialogue with the public commenter during the Board meeting.

4. Village Manager Pavlicek explained that for agenda items which have had to have a statutory required public hearing, it has been the protocol of the Board to only take 5 comments from either side, for or against.

5. Village Manger Pavlicek also explained that for Regular meetings the protocol has been to only take 3 comments from either side, for or against.

Village Manager Pavlicek further explained, the deliberation process when a public hearing has been held by the Plan Commission, Zoning Board of Appeals and /or the Historic Preservation Commission. If an agenda item has gone through the public hearing process, the Board is only to consider that body of recommendation and not create another public hearing record.

### **Executive Session**

#### **A. Scheduling (Executive Session)**

6. Village President Scaman mentioned that in recapping the direction given it will help the public to understand the outcome of a vote, in addition to giving clarity to the Village Manager regarding the Board's expectation.

#### **B. Agenda Preparation (Executive Session)**

Village President Scaman reiterated that the Executive Session items are to remain confidential.

### **II. Committees of the Village Board**

Village Trustee Walker-Peddakotla suggested that the Personnel Committee become a part of Executive Session.

Village President Scaman recognizes the advantage of utilizing the committees more. She said placing Trustees on the committees can provide a deeper-dive on more topics, allowing for the time at the Board table to move more policy forward. It allows Trustees to use their expertise on the various committees.

Village Trustee Taglia agreed with Village President Scaman, noting that it goes to expertise and trust. Trusting fellow Board members to work on behalf of the entire Board, and identifying that people have certain levels of expertise. He said he sees the benefit of the committees.

Village Trustee Parakkat agreed with his colleague Trustee Taglia.

Village President Scaman stated that the committees are not making final

decisions, but instead suggestions.

### **III. Communications**

#### **A. General Communications**

1. Village President Scaman requested that the Village Attorney draft a memo to the elected officials to clarify text/emails during Board meeting between elected officials, as well as staff.

Village Attorney Stephanides clarified that any communication conducted between Board members during a meeting becomes a public document.

#### **B. Responding to Emails Sent to the Village Board**

1. Village Manager Pavlicek clarified that additional members are included on the Village of Oak Park (VOP) Board email distribution list so there is a timely response.

Village Trustee Buchanan asked if Village Staff has access to the Trustee's emails. Village Manger Pavlicek confirmed staff only have access to the Village of Oak Park (VOP) Board email distribution list, but not the individual Trustee emails. The only time a search would be conducted of the Trustee's individual emails is through the Freedom of Information Act (FOIA) request process.

Village Trustee Parakkat, Village Attorney Stephanides and Village Manger Pavlicek discussed violations of the Open Meetings Act (OMA).

5. Village Trustee Buchanan asked how the Trustees will be kept informed of important discussions between the Village President and the Village Manager. The Board agreed that the Village President and Village Manager will provide the Board with short summaries of their weekly one on one discussions. This summary will be placed within the Village Manager's Weekly Report.

6. Village Trustee Buchanan asked to understand the level of expectation of the trustee liaison. Village President Scaman responded that the expectation is that Trustees participate periodically and align with the Trustee Board Goals. Village President Scaman also indicated she would like to work with the Village Clerk. The Board agreed that the discussions of Commissions will be placed in a parking lot for later discussion.

#### **E. Standards for Public Emergencies and F. Standards for Responding to the Media**

Village Manager Pavlicek provided background. The Board discussed when it is appropriate for the Board to speak to the media.

**G. Individual Elected Official Requests for Information**

1. Village Trustee Taglia suggested adding language to the protocols encouraging elected officials to communicate with staff and the Village Manager's Office in a courteous and professional manner.

Village President Scaman stated she would like to understand the root cause so everyone is willing to hear one another, and not undervaluing one another's opinion.

Village Trustee Taglia agreed this would be a good start.

2. Village President Scaman said the new protocol of discussing new agenda items together because it allows the Board to provide clear direction to staff as a collective.

**H. Use of Social Media**

Village President Scaman and Village Attorney Stephanides clarified that when an elected official posts as Trustee, that elected official may not delete that post.

Village Attorney Stephanides noted that elected officials should also be aware of contemporaneous interactive communication on social media, and to not engage. Village Attorney Stephanides will provide the Board with a memo regarding Social Media.

Village President Scaman reiterated that elected officials have the right to communicate with the constituents.

Deputy Village Manager Lisa Shelley will provide a track-changes document for the Protocols discussed this evening.

**It was moved by Village Trustee Buchanan, seconded by Village Trustee**

**Walker-Peddakotla to adjourn. Meeting adjourned at 9:28 PM, Monday, May 10, 2021.**

**Respectfully Submitted,  
Clerk Waters**

**VI. Adjourn**

**AYES:** 7 - Village President Scaman, Village Trustee Buchanan, Village Trustee Enyia, Village Trustee Parakkat, Village Trustee Robinson, Village Trustee Taglia, Village Trustee Walker-Peddakotla

**NAYS:** 0

**ABSENT:** 0