



# Welcome to the Village Board Meeting

Senta Plunkett, Village President

Peter H. Barrow, Village Trustee

Kathy Dodd, Village Trustee

Kate Gjaja, Village Trustee

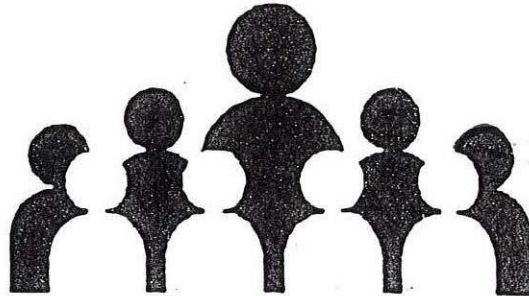
Gina Kennedy, Village Trustee

Justin Sheperd, Village Trustee

Daniel E. Sullivan, Village Trustee

## **We're Glad You're Here**

**Your comments and concerns are important to us.  
We invite you to participate.**



## **PUBLIC COMMENT**

Any member of the public wishing to address the Village Board on a matter not on the published agenda is welcome to do so under the Public Comment section of the agenda. Due to the many items typically on the Board's agenda, we ask that you limit your comments to three minutes. Items introduced under the Public Comment section may be referred to the Village staff or become agenda items for subsequent meetings.

## **ADDRESSING THE VILLAGE BOARD – MATTERS ON THE PUBLISHED AGENDA**

When addressing the Village Board, please state your name and address. In order to ensure that all persons may have an opportunity to speak, a time limit may be set by the President for each speaker. When a large number of citizens are scheduled, please avoid repeating statements already made.

# MEETING AGENDA

## General Order of Business

An agenda of items is prepared for each meeting. The general order of business for official Village Board meetings is as follows:

1. Roll Call
2. Public Comment
3. Consent Agenda
4. Reports of Officers (Village Manager and Corporation Counsel)
5. Report of the Liquor Control Commissioner
6. Standing Committee Reports
  - 6.1 Land Use Committee
  - 6.2 Finance Committee
  - 6.3 Administration Committee
  - 6.4 Municipal Services Committee
  - 6.5 Public Safety Committee
  - 6.6 Judiciary Committee
7. New Business
8. Matters Referred to Standing Committees
9. Adjournment

## Consent Agenda

There are several matters that appear on the Village Board's agenda that are considered routine in nature. These items appear on the Consent Agenda under 3.0. They will be approved by a single motion at the beginning of the meeting. Before a vote is taken on the Consent Agenda, the Village President will ask if any Board member or interested individual from the audience would like an item removed from the Consent Agenda and discussed as a separate item under Standing Committee Reports. If the item is approved on the Consent Agenda, it will not be discussed later in the meeting.

## Order of Discussion

The order of discussion generally begins with a Committee Chair introducing an item followed by questions from the Board. Individuals directly involved in a matter (such as a petitioner for a zoning variation), as well as interested citizens are invited to speak. At the close of public discussion, the item is then considered by the Village Board and action is taken.

## Ordinances and Resolutions

Ordinances and resolutions are often discussed and voted on by the Village Board. Ordinances become laws when adopted by the Village Board. Resolutions are official policy decisions made by the Village Board.

## Executive Session

At the conclusion of some meetings, the Village Board may vote to adjourn from its public meeting in order to meet privately in an Executive Session. Discussion by the Village Board in Executive Sessions is not open to the public and is limited by state law to matters where the public interest is best served by confidentiality, such as the discussion of pending lawsuits, sensitive personnel issues, or the pricing of property purchase or sale.

# VILLAGE BOARD

The Village Board is the legislative body of the Village government. It determines all matters of Village policy and must approve all Village ordinances and resolutions as well as adopt the annual Village budget. The Village President and Trustees are elected at-large for staggered, four-year terms. There is a two-term limit for the Village President and members of the Village Board. The Village President presides at Board meetings.

## VILLAGE BOARD STANDING COMMITTEES

To assist the Village Board in the decision-making process, standing committees allow for detailed discussion on certain items. Frequently, when an item appears on the Board's agenda, it has already been reviewed by a committee. Each committee is chaired by a Village Trustee and consists of three members of the Village Board. The name and description of each committee appears below:

### ***Land Use***

This committee considers all matters relating to land use, appearance review, planning and zoning. Trustees Barrow (Chair), Dodd and Kennedy are on this committee.

### ***Finance***

This committee reviews matters of fiscal policy, appropriations, tax levies and bond issues. Trustees Kennedy (Chair), Sullivan and Sheperd serve on this committee.

### ***Administration***

This committee considers matters relating to personnel policy, transportation, health, utility franchises and other matters as may be designated by the Village President. Trustees Dodd (Chair), Gjaja and Sheperd are members of this committee.

### ***Municipal Services***

This committee reviews matters relating to streets and public ways, refuse disposal, water and sewer services and capital purchases. Trustees Sullivan (Chair), Dodd and Kennedy are on this committee.

### ***Public Safety***

This committee considers matters relating to Fire and Police Departments and the Board of Fire and Police Commissioners. Trustees Sheperd (Chair), Barrow and Gjaja are on this committee.

### ***Judiciary***

This committee periodically studies and reviews new ordinances and new procedures for ordinance enforcement outside of the domain of other committees. This committee also considers liquor control issues. Trustees Gjaja (Chair), Sullivan and Barrow serve on this committee.

# VILLAGE STAFF

## **Village Manager**

The Village Manager is the Chief Administrative Officer for the Village and is appointed by the Village Board. The Village Manager is responsible for the administration of all Village activities and programs. During the meetings the Village Manager will often address the Village Board and respond to questions.

## **Corporation Counsel**

The Corporation Counsel is the legal advisor to the Village Board and provides legal opinions to the Village Board and Village Manager when requested.

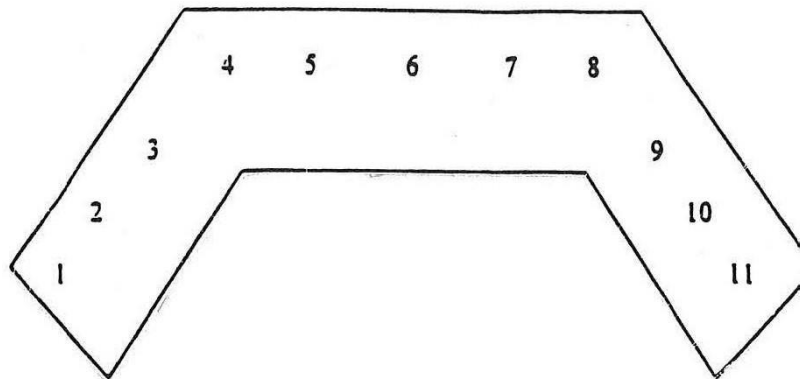
## **Deputy Village Clerk**

The Deputy Village Clerk is the official record keeper for the Village. The Clerk records the minutes of the meetings and calls the roll when requested by the Village President.

## **Other Village Staff**

In addition to the Village Manager and Corporation Counsel, Village Staff typically in attendance at Village Board meetings include the Assistant Village Manager, Director of Community Development, and the Assistant Director of Administrative Services.

## VILLAGE BOARD MEETING SEATING ARRANGEMENT



- |   |  |                             |
|---|--|-----------------------------|
| 1. Kathy Dodd, Trustee                  | 5. Michael Braiman, Village Manager    | 9. Kate Gjaja, Trustee      |
| 2. Gina Kennedy, Trustee                | 6. Senta Plunkett, Village President   | 10. Dan Sullivan, Trustee   |
| 3. Peter Barrow, Trustee                | 7. Jeffrey Stein, Corporation Counsel  | 11. Justin Sheperd, Trustee |
| 4. Erik Hallgren, Asst. Village Manager | 8. Karen Norwood, Deputy Village Clerk |                             |

## AGENDA INFORMATION

The Village Board meets every second and fourth Tuesday of the month, at 7:30 p.m. Copies of the formal agenda are available in the Deputy Village Clerk's office on Monday mornings preceding the regularly scheduled meetings, on the Village's website "<http://www.wilmette.com>." and can be viewed on Wilmette Community Television (WCTV) Channel 6. Questions regarding the agenda should be directed to the Deputy Village Clerk, who can be reached at (847) 853-7511.

## VILLAGE BOARD MEETINGS ON WILMETTE COMMUNITY TELEVISION (WCTV) CHANNEL 6

Village Board meetings are shown live on WCTV-Channel 6 and are re-broadcast the following Wednesday at 1:00 p.m., Thursday at 7:00 p.m. and will also air the weekend following the meeting at various times.

## VILLAGE BOARD MEETINGS STREAMING ON THE VILLAGE WEBSITE

Village Board meetings can also be viewed at any time on the Village website at <http://www.wilmette.com/online-tools/video.aspx>