

MINUTES OF THE BOARD WORKSHOP OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WOODRIDGE, ILLINOIS, HELD ON JUNE 1, 2006 AT THE VILLAGE HALL

I. CALL TO ORDER

Mayor Murphy called the workshop of the Mayor and Board of Trustees to order at 7:51 PM.

II. ROLL CALL

Upon roll call by Clerk Nystrom the following individuals were:

Present: Trustees Kagann, Frank, Brandt and Curran, Mayor Murphy and Clerk Nystrom

Absent: Trustees Beavers and Wood

Staff Present: Administrator Perry, Assistant Administrator Halik, Attorney Good, Chief Herron, Mr. Black, Mr. Modaff, Ms. Cedillo, Ms. Rowe and Ms. Bohse

III. ACTIVE AGENDA

Mayor Murphy noted that there are two matters for discussion on the workshop agenda, information on the regional discussion of smoking ban issues and strategic management.

A. Regional Discussion of Smoking Ban Issues:

Administrator Perry noted that Ms. Halik, Assistant Village Administrator, will be providing an overview of the information collected regarding smoking bans that have been implemented throughout the area and the issues that these communities have faced.

Ms. Halik explained that a meeting was held last week to discuss the issue of a regional smoking ban. She noted that the purpose of this meeting was to bring together communities in DuPage County who are interested in exploring the notion of a smoking ban. She indicated that this meeting was held to begin the conversation. She explained that the format of this meeting included each community reviewing where they were in the process of considering a smoking ban. She noted that everyone seemed to be at different stages, from Hinsdale who has already passed a smoking ban to communities that have not discussed the issue at all.

Ms. Halik noted that the most resounding feedback heard was that there is interest in continuing the conversation and that there is greater comfort from those involved if we move forward together. She explained that the communities involved felt that there would be less impact on their businesses if neighboring

communities adopted a smoking ban as well. She indicated that, for the comfort level of those on the outskirts of the area represented, there may be a desire to include more and more communities.

Ms. Halik noted that those present discussed what it would look like to move forward together. She explained that the communities present at the regional meeting agreed to go back to their respective Boards to gain their perspective. She noted that the purpose of the workshop is to provide an overview of other communities in the area and to gain this Board's perspective. She explained that this includes a discussion of what information the Board needs in order to move forward.

Ms. Halik explained that a second part of the regional meeting included a discussion of what a smoking ban would look since the options are so varied. She drew attention to the information included in the packet provided to the Board, a copy of which is attached to this set of minutes.

Ms. Halik reviewed the different components to consider when discussing a smoking ban. She noted that each ban looks different. She stated that one component of a smoking ban discussed in the regional meeting is the common areas of enclosed spaces. She indicated that another component for consideration would be unenclosed public spaces or outdoor spaces. She noted that a third component of a smoking ban discusses places of employment. She indicated that this can be written to exclude home based businesses. She noted that some smoking bans have banned smoking near public entrances and open area dining.

Ms. Halik noted that, typically, there are exclusions to the various smoking Ordinances. She noted that exclusions most commonly referred to tobacco dealers. She indicated that individual communities are tailoring their bans to customize to their own issues.

Ms. Halik reviewed the Woodridge Village Board discussion of this issue that occurred last summer. She noted that the discussion at that point was focused on a rather narrow ban including banning smoking in restaurants and entertainment areas. She referred to the comparison of four smoking bans provided to the Board, a copy of which is attached to this set of minutes. She highlighted this comparison to show what is happening on a more regional level.

Ms. Halik noted that the purpose of the Board discussion tonight would be to identify what impacts a smoking ban would have on Woodridge. She noted that the scope of a ban does not need to be determined this evening. She asked for the Board to determine if they are interested in continuing the discussion and for the Board to give some guidance on their expectations. She noted that this information will be shared with the larger regional group. She noted that the Board will also be asked to identify any additional information needed to make a determination.

Trustee Curran noted that the discussion is good at this point, but that he may have some concerns in moving forward.

Ms. Halik reassured the Board that this is the feeling of most of the communities in the region; that the commitment was to the discussion of a ban, not to its adoption. Hearing no additional Board comments regarding feedback on the discussion, she asked Board members to discuss the specific issues of a Woodridge ban and their thoughts on those issues.

Trustee Frank noted that the issue that presents some difficulty is defining outdoor spaces. She inquired as to the areas in Woodridge that this would affect.

Mayor Murphy explained that the Board's original focus was on restaurants and entertainment areas. He stated his preference to look at these areas specifically and keep any smoking ban on the narrow side. He predicted an eventual state ban on smoking. He noted that it would be better to have to come into compliance with a state ban rather than having to go back and exclude portions of any Woodridge ban, should the state be less restrictive. He also commented on the idea of banning smoking in outdoor spaces. He noted that these spaces are controlled by the Woodridge Park District and that any determination should be left to them and not the Village Board.

Trustee Frank noted that she would not be in favor of a smoking ban on outdoor spaces. She asked, if there is support for a smoking ban for outdoor spaces, that the Board take time to make a clear definition of outdoor spaces.

Ms. Halik noted that she did receive e-mail correspondence from Trustee Wood and a phone call from Trustee Beavers. She reviewed the comments made by Trustee Beavers noting that Trustee Beavers would be in favor of considering a smoking ban in the scope that was discussed last summer, indoor restaurants and entertainment areas. Trustee Beavers noted that no resident has contacted her on this issue so she does not view it as a top priority. Trustee Beavers requested some additional feedback from residents and surrounding communities.

Trustee Brandt noted that it may be easier to look at this issue from the standpoint of where smoking should be allowed. He noted the importance of banning smoking in banquet facilities, bowling alleys and movie theaters. He inquired whether these places would be included in the ban discussed last summer.

Ms. Halik noted that any place can be included in a smoking ban and that the decision of where to ban smoking will be a decision that is made by the Board.

Trustee Brandt noted that he would like to see regulation from either the Park District or the Village at events such as the Woodridge Jubilee. He noted that events such as the Jubilee create kid friendly atmospheres. He explained that one of the objectives of a smoking ban is to prevent kids from seeing people smoke. He noted that allowing smoking at Jubilee, either by workers or patrons, would

contradict the goal of a ban. He noted that he feels that there should be no smoking at parks or Park District events due to the number of kids who attend these events. He noted that one of the concerns of a smoking ban is a loss of revenue to Woodridge businesses. However, banning smoking in parks or outdoor events does not affect revenue. He noted that the Board can move forward on this portion of a ban.

Trustee Curran noted that he would like to echo the comments made by Trustee Beavers. He noted that he would like to see additional resident feedback on this issue. He explained that he was disappointed that the Village did not receive more feedback from the business community when they were surveyed last year. He noted that the concerns raised by the few businesses that gave input are addressed by the regional approach to a smoking ban. However, Trustee Curran noted that a great deal of competition comes from Bolingbrook businesses and that the DuPage County regional approach might not address all concerns raised by Woodridge businesses.

Ms. Halik noted that it is her understanding that there is no interest in having a discussion regarding a smoking ban in Bolingbrook.

Trustee Curran stated that he would like to see more business feedback, positive or negative, to help the Board make their decision. Trustee Curran noted that he firmly believes that a market based approach is the best approach in this instance. He pointed out that many restaurants in Woodridge have gone smoke free and it does not appear that their business was affected.

Trustee Brandt inquired if there would be smoking regulation at the new dock at the Seven Bridges Golf Club. He expressed his preference for Woodridge banning smoke everywhere including outdoor areas. He reviewed areas that he would consider smoke to be a problem. He included enclosed places as well as outdoor facilities. He asked for a review of the outdoor dining areas in Woodridge.

Ms. Halik noted that the Seven Bridges Golf Club, Village Greens, Buffalo Wild Wings and Max and Erma's all have outdoor dining areas.

Trustee Brandt noted his preference for banning smoke in all outdoor dining areas but stated that he would be comfortable moving forward with the regional group. He pointed out that he would like to see additional areas added to the narrow ban in the future.

Ms. Halik noted that each community handles this issue differently.

Trustee Brandt noted that a possible way to address the differing opinions is to allow for a greater transition time when implementing a smoking ban.

Mayor Murphy asked for other Board members to give additional feedback on the scope of a potential smoking ban. He started with Trustee Curran.

Trustee Curran noted that he would not like to see a smoking ban in open air areas. He noted his preference for a narrow focus – restaurants and entertainment venues. He asked if there was additional feedback from Hinsdale regarding the one particular business that was exempt from their smoking ban.

Ms. Halik noted that this particular business has been exempt from other regulations over the years. She noted that Hinsdale regulated alcohol up until approximately 10 years ago. She stated that this business was exempt from that regulation as well as the smoking ban. She explained that this business falls outside the central business district. She noted that the primary goal of Hinsdale was to prevent smoking in restaurants and locations where children are present and that Hinsdale saw no conflict with this goal if this particular business was exempt.

Mayor Murphy inquired if Trustee Kagann had any additional thoughts on this issue.

Trustee Kagann noted that the differences between the Hinsdale and Deerfield bans were of particular interest to him. He noted that in respect to partially enclosed spaces, outdoor dining and outdoor venues, he would like to establish a well defined area if a ban were to be put in place. He expressed interest in pursuing a smoking ban that focuses more on enclosed areas such as restaurants and indoor entertainment areas. He expressed interest in not implementing a smoking ban in outdoor areas.

Trustee Frank noted that it is her belief that a certain percentage of seats in a restaurant have to be reserved for non-smoking patrons. She inquired whether this regulation pertains to outdoor seating. She asked that staff provide some additional information on this issue.

Trustee Brandt noted that this regulation can be added to a smoking ban.

Mayor Murphy asked the Board to react to the request for additional feedback from the community. He asked Board members to comment on and discuss a question on smoking bans on the Community Needs Survey. He phrased a possible question as, “Do you feel that the Village of Woodridge should have a ban on smoking in restaurants and entertainment areas?” Mayor Murphy pointed out the benefit of one question rather than a multitude of questions that would reflect on the scope of a ban, but rather a question that would give some feedback on the residents option of a ban itself.

Trustee Frank noted that she agrees that simplifying the smoking ban issue to one question would be sufficient, but noted that she would make a small change from the initial wording to specify that the ban would affect indoor areas only.

Trustee Curran noted that the phrase entertainment center in the initial wording could be construed as outdoor as well as indoor and that he agrees with Trustee Frank's addition.

Trustee Brandt noted that the question would be difficult to answer and that it would not shed light on what residents feel should be done. He noted that, if the question is worded correctly, the Village could get the answer they want. He explained that the wording of a question can lead people to answer one way or another. He also pointed out that the community has elected the Board to lead. He noted that he does not feel that it is necessary to gain feedback on this issue. He noted that the Board does not ask residents on other public safety issues but makes those decisions on their behalf based on what the Board feels is right.

Trustee Curran noted that he felt that the question put forward by the Mayor was right on target. He noted that he agrees with Trustee Frank on the need to add clarification that the question is asking about indoor areas.

Mayor Murphy asked if the question should be left as stated or if there is benefit in having additional follow up questions or a place for comments.

Ms. Halik noted that throughout the survey there is room for additional comments. She explained that any statistical data would be pulled from the yes/no question.

Trustee Frank asked if it would make a statistical difference to identify if the person answering the question is a smoker. She noted that on a yes/no question on a smoking ban, the percentage of smokers versus non-smokers might sway the question one way or another.

Ms. Halik noted that if Woodridge was to do an online survey she would be concerned about this issue because people who have more interest in the issue would be more likely to respond. She explained that with the Community Needs Survey, a random sample is selected from the community. She noted that this random sample should be a fairly accurate representation of the community as a whole.

Trustee Frank noted the length of time necessary to gain feedback from the Community Needs Survey. She asked if there is anything that we can do in the meantime to gain some input from the community.

Ms. Halik noted that the recommendation put forward by staff in the strategic management memo distributed to Board members, a copy of which is attached to this set of minutes, includes an online survey. She referenced an online survey put out last year in which residents were asked to rank priority issues for discussion at Town Meeting. She noted that a smoking ban could be included in the choices to rank. She explained that this general question would give the

Board some insight on where this falls in terms of residents' priorities. She noted that including a smoking ban question in a broader question would address the concerns discussed earlier of only getting feedback from those most interest in the issue.

Trustee Brandt noted that he thinks that this is an approach is designed to push a smoking ban to a non-issue. He noted that the issues identified as priority issues in that question will be taxes and crime. He stated that people are never going to identify a smoking ban as a priority issue when it is compared to other issues in the community. He stated that he feels that asking this question is a way for the Village to avoid discussing the issue. He noted that he sees no validity in this approach.

Trustee Curran reiterated that he feels that the Community Needs Survey is an excellent idea. He noted his interest in seeing comments on the survey as well as the statistical data discussed earlier. He also reiterated the need for additional feedback from the business community. Trustee Curran pointed out that he does not see how an online survey can be foolproof to manipulation.

Ms. Halik noted that it is not.

Trustee Curran noted that it is worthwhile to wait two to three months for the feedback from the Community Needs Survey in order to set good Village policy.

Mayor Murphy asked for a review of the timeframe of the Community Needs Survey.

Ms. Halik noted that the surveys do not go out until July and that it takes a few months to compile the results and produce the report that is distributed to the Board. She noted that, typically, the results come out in mid September and are published to the community in October.

Mayor Murphy asked for a review of the response rate of this survey.

Ms. Halik noted that the Village receives approximately 40% response rate.

Mayor Murphy noted that the results of this particular question could likely be obtained faster than the published report of the entire Community Needs Survey.

Trustee Brandt asked if we are surveying the community why we are limiting it to just the restaurants and entertainment areas. He suggested the following format for a question: "Woodridge should regulate smoking in:" he noted that this could be followed with a list of places where smoking could be regulated. Residents could check the places in which they see value in regulating smoking. He noted that this would allow the residents to specify what they want rather than provide support for the narrow ban that was discussed by the Board. He noted that if we do not ask the questions than we will never know the feelings of the community.

He stated that the answers that we receive will depend on how we ask the question.

Mayor Murphy noted that this is a very complicated issue. He noted that this goes to the policy view that matters regarding open spaces should be determined by the Park District. He noted that if the Park District would like to conduct their own survey that they are entitled to do so. He noted the comment made earlier that the Board was elected by the residents to lead. He noted that, if the majority of the Board is in favor of a narrower ban and of asking a more focused question on the Community Needs Survey, than this is the question that will be asked.

After hearing no additional comments, Mayor Murphy gave staff the direction to move forward with the Community Needs Survey to gain more feedback from the community on the smoking ban issue. He encouraged staff to look closely at the language used in order to get to the heart of the question that we are trying to answer.

Mayor Murphy asked the Board to discuss the issue of smoking regulations in places of employment. He noted that feedback from other communities shows that most ban smoking in places of employment.

Trustee Brandt noted that there is a conflict with this topic and the earlier discussion of not banning smoking outside. He noted that in the restaurants that have open air dining, employees work in outdoor areas. He noted that, if the Board were to ban smoking in places of employment, they would have to include outdoor areas where employees work. He noted that some smoking bans neglect employees. He explained that as consumers we can chose where to go, but that not all employees can chose where they work.

Trustee Curran noted that he is not sure that there is a need for this regulation. He noted that it is the discretion of the employer to set policy for the place of employment. He noted that it is rare to hear of an office setting that allows for smoking inside. He noted that, if there is a perceived problem, than the Board should look at this issue, but that he is not aware of any smoking issue in places of employment.

Mayor Murphy clarified that Trustee Curran wishes to leave smoking regulations to the employer in places of employment with the exception of restaurants and entertainment facilities.

Trustee Curran confirmed.

Trustee Brandt noted that employees need protection. He noted the mining catastrophe in which a mine exploded down south. He noted that he is not comfortable with letting the employer determine what safety they should provide to employees. Trustee Brandt noted that an employer would likely maximize profit at the cost of employee safety.

Trustee Curran noted that the example provided does not reflect any Woodridge example.

Trustee Brandt noted that it is the same concept.

Trustee Curran noted that many employers do not permit smoking. He stated that it is his belief that the majority of the employers in office settings in Woodridge do not permit smoking. He explained that for this reason he does not see this as an issue.

Trustee Brandt noted that, when the Village is setting policy, we have to assume that if it is not banned it will happen. He explained that we cannot rely on the businesses to do what is right for them because businesses are motivated by profit. Trustee Brandt indicated that he stands by his earlier statement that smoking should be banned in all office buildings in Woodridge.

Trustee Curran inquired what the profit motivation is for an owner of an office building to allow smoking. He noted that there is no profit based on smoking in this situation.

Trustee Frank explained that she agrees with Trustee Curran that most office buildings are smoke free by choice of the employer. She noted that she has not heard of any complaints of smoking in an office setting in many years. Trustee Frank noted that she was surprised to see a smoking ban in businesses in the four communities studied. She noted that she feels that, in most cases, businesses are already smoke-free.

Ms. Halik noted that she believes that this portion of the smoking ban comes from the national model smoking ban that some of the communities modeled their local smoking bans after. She noted that she received some insight from Hinsdale on this matter. She explained that Hinsdale's biggest concern with the smoking ban is the practicality of it. She indicated that Hinsdale has no plans of hiring additional Police staff to enforce the smoking, but that they plan on enforcing the ban on a complaint basis. She noted the importance of considering enforcement when crafting a smoking ban.

Trustee Brandt stated that, if most of the businesses are smoke free, that it is a small leap to ban smoking in those that are not.

After hearing no additional comments regarding smoking bans in places of employment, Mayor Murphy noted that there seems to be less interest in pursuing a smoking ban in these kinds of businesses.

Trustee Frank inquired if a tobacco store could be considered a place of entertainment.

Attorney Good noted that this does not present a particular problem.

Trustee Brandt noted that he would like to address miniature golf courses. He explained that this is a child friendly atmosphere and that smoking should be banned.

Mayor Murphy inquired if a miniature golf course would be considered entertainment.

Attorney Good noted that the Board can define what they consider to be entertainment and the definition can be written to include miniature golf courses.

Trustee Frank noted that she has some concern in going down the path of exceptions to the ban.

Trustee Brandt noted that the Board's original concern was that our businesses are going to lose revenue if smoking is banned. He noted that he does not think the miniature golf course will lose business if they ban smoking. He explained that it would be easier to ban smoking entirely and pick out the places where smoking would be allowed rather than trying to go about this ban the opposite way. He noted that it is worth the effort of having to make exceptions to have a ban that the Board is comfortable with.

Trustee Curran stated that the ban at the miniature golf course does not follow what the Board identified as a ban that they would be comfortable with.

Trustee Brandt noted that one of the issues that the Board is trying to address with the smoking ban is trying to prevent kids from taking up the habit. He explained that in the studies that he has read, keeping kids from seeing smoke will help to prevent them from starting to smoke. He noted that his goal is not to hurt the business community or to drive revenue out of Woodridge, but to protect kids, employees of Woodridge businesses and patrons of Woodridge businesses.

Mayor Murphy indicated that, at this point, it appears that the majority of the Board has identified the wish to move forward with a discussion of a narrower smoking ban that focuses on indoor restaurants and entertainment areas.

Ms. Halik asked that the Board identify any additional information needed or any other parties that they would like to receive feedback from before continuing the conversation.

Trustee Curran noted that he would like to start thinking of criteria for exempting businesses from any smoking ban. He also mentioned that the Board should start to consider the transition period of implementing a smoking ban. He noted that some businesses may have existing arrangements that include allowing for smoking.

Ms. Halik pointed out that Burr Ridge faced this problem with a hotel in town that had existing contracts for receptions that allowed for smoking. She explained that the hotel was allowed to see these contracts through as written. However, they were expected to adhere to the ban with any contracts adopted after the smoking ban was approved.

Trustee Frank asked if a banquet facility would fall under the classification of a restaurant.

Ms. Halik noted that this is a decision that the Board will have to make.

Attorney Good noted that this is definitional and can be determined by the Board.

Trustee Curran indicated that he feels that the banquet facility would fall under the classification of a restaurant.

Ms. Halik noted that staff will summarize this meeting in addition to the minutes and that these summaries will be shared with the regional group.

Trustee Frank asked if there is a need for consensus from the Board as to the scope of the smoking ban.

Ms. Halik noted that clarification of Board consensus would be helpful. She explained that Trustee Wood noted that it is important to keep in mind that a ban may not be regional. He explained that some communities may back away from the regional approach. He indicated that it is not necessary that everyone in DuPage County is included in a regional smoking ban.

Mayor Murphy noted that there is a greater level of comfort in looking at this issue from a regional standpoint. He explained that a regional approach will take away the concern shared by many Board members that this ban would negatively impact the business community of Woodridge by driving patrons who smoke to nearby businesses that allow for smoking. Mayor Murphy noted that a regional approach does not need to include every single community in DuPage County. He noted that not requiring participation by every community will not force these communities down a path that they are not ready for. He noted that, with this being said, he feels that there is genuine interest in moving forward.

Trustee Curran also noted that he is interested in continuing the discussion of a regional smoking ban. He congratulated Mayor Murphy and the Village staff for their leadership in this area.

Trustee Brandt noted that he would like to move forward with the support of the region or without it.

Mayor Murphy noted that, at the Board of Directors meeting of the DuPage Mayors and Managers Conference, the reports compiled by Village staff were

distributed. He noted that there was interest in these reports and that they will likely be used to spur initial discussions in their area. Mayor Murphy expressed his appreciation to Trustee Brandt for his continuing leadership in this area.

B. Strategic Management:

Mayor Murphy called on Administrator Perry to give the Board an overview of the Strategic Management process for the upcoming year.

Mr. Perry thanked Mayor Murphy and stated that each year staff tries to look at what they have done in the past and try to take a slightly different approach and hopefully a fresh approach. He noted that Woodridge has enjoyed significant participation by residents. He introduced Assistant Administrator Halik for further review.

Ms. Halik noted that the purpose of the discussion this evening is to first discuss the Board input process, second discuss the Town Meeting structure, and lastly to receive some Board consensus on the schedule provided to the Board, a copy of which is attached to this set of minutes.

Ms. Halik noted that last year the Strategic Management process explored a new path that included Board feedback and input in advance of the Goal Setting workshop. She reviewed that the goal of this new path was to allow staff to better prepare for the Goal Setting workshop. She noted that, generally, the feedback on the new approach was positive but encouraged more structure. She explained that staff has tried to put together a structure that would allow the Village to continue down the path of the Board input process, but give a better sense as to how the process will be laid out. She noted that this will be more manageable and easier to understand for those involved.

She noted that the first part of the new process would be a trend analysis where we take a look at what issues are out there. She explained that some examples would include municipal finance issues, employee retention, succession planning, major projects and initiatives that are currently underway and major issues being tackled by municipalities in the area. Staff would provide this data to the Board in a written report so that the information would be available in advance. She noted that the Village would hold a Board Workshop on August 3, 2006 to work through a process of looking at internal strengths and weaknesses and external opportunities and threats.

Ms. Halik noted that the next step in the Strategic Management process is a SWOT Analysis, or a process that helps an organization identify its internal Strengths and Weaknesses and external Opportunities and Threats. She noted that this process will help to clarify what issues need to be addressed for the long-term and short-term sustainability of an organization. She explained that this SWOT Analysis can help the Board identify important goals for the organization.

Ms. Halik indicated that this brings us to the third step in the new Strategic Management process, Identification of Important Goals. She explained that the SWOT Analysis will likely provide clarity as to any gaps that need to be addressed. The Board could then identify the goals to address those gaps.

Mayor Murphy noted that he has been involved in a number of Boards or organizations that have utilized trend analysis and SWOT Analysis specifically. He indicated that this has been a useful tool to those organizations.

Trustee Curran asked for some clarification of his understanding. He noted that he sees this as a way for the Board to identify trends, strengths and weaknesses for the Village. He noted that it is his understanding that the Village will then look for ways of improving based on this trend data.

Ms. Halik noted that Trustee Curran is correct. She pointed out that staff is proposing moving from a completely free flowing format to one with a great deal of structure.

Administrator Perry noted that, when this analysis was utilized in Woodridge in the past, staff provided a great deal of analysis on a number of items.

Trustee Curran noted that this is a well thought out proposal. He stated that he liked the opportunity for Board feedback in the process followed last year. He stated that his understanding of the process is that a Board member can provide feedback if it relates to one of the determined topics.

Ms. Halik confirmed his understanding.

Administrator Perry noted that if there are issues that staff can provide data on that he welcomes Board member to raise these issues.

Ms. Halik asked for Board consensus to use this process and to hold a Board Workshop on August 3, 2006.

The Board provided consensus on both issues.

Ms. Halik moved the discussion to Town Meeting. She noted the extremely positive feedback provided by those who attended last year. She explained that Town Meeting guests liked that they could pick their table and discussion topic. She noted that she also received feedback from Town Meeting guests that they wish that they could have had some advance notice of the topics up for discussion. She indicated that guests expressed the need for some time to think about the topic before discussion. She also noted that facilitators revealed that it was difficult to balance the tables due to the lack of knowledge of what guests would be interested in discussing what topics. She indicated that the facilitators also determined that it was difficult to draw overreaching conclusions from the discussions.

Ms. Halik noted that staff is recommending some small changes to the Town Meeting process. She explained that staff is recommending the use of an online survey that would be administrated earlier than last year's September on-line survey. She noted that this would allow staff to compile a list of topics for discussion earlier that could be communicated to attendees before the event. She noted that staff also recommends that the facilitators be provided a more structured agenda so that each table can be educated on what they are there to participate in. She noted that this will help provide some consistency in the kinds of feedback that the Village is getting.

Trustee Brandt noted that there is conflict in trying to provide structure and allowing people to bring up issues that they wish to talk about. He noted the difficulty and that staff should continue to make adjustments and find a balance with what they learn from year to year.

Ms. Halik thanked the Board for their participation and indicated that they will be receiving more correspondence on Strategic Management in the future.

Mayor Murphy entertained a motion to adjourn the meeting. He noted the motion previously made to adjourn to an executive session for the purposes of discussing personnel at the conclusion of the Board Workshop. The motion was made by Trustee Curran and seconded by Trustee Kagann.

Ayes: Trustees Brandt, Curran, Frank and Kagann

Nays: None

All in favor: Motion is approved

The Board Workshop of the Mayor and Board of Trustees of the Village of Woodridge adjourned at 9:28 p.m.