

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to 3 minutes.

VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Village Board Of Trustees - Committee Of The Whole

September 14, 2026

6:00 PM

Village President Kevin Patrick
Village Clerk Rolf Laukant

Village Trustees Cari Alfano, Jorge Cordova, Tina Konstatos, Jack Kozar, Deepa Kumar, Khalid Sabri

- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
 - a. Section 2-330 of the Villa Park Municipal Code Regarding Board Acting as a Body
- 4. Public Comments**
- 5. Adjournment**

ORDINANCE NO. _____

**AN ORDINANCE OF THE VILLAGE OF VILLA PARK, DUPAGE COUNTY,
ILLINOIS, AMENDING SECTION 2-330 OF THE VILLA PARK
MUNICIPAL CODE REGARDING BOARD ACTING AS A BODY**

WHEREAS, the Village of Villa Park (the “*Village*”) is a duly organized and validly existing non-home rule Illinois municipality, operating under the managerial form of government, created in accordance with the Constitution of the State of Illinois of 1970, as amended, and the laws of the State; and

WHEREAS, the Village President and Board of Trustees of the Village (the “*Corporate Authorities*”) may from time to time amend the text of the Villa Park Municipal Code (the “*Village Code*”) when it is determined to be in the best interests of the residents of the Village; and,

WHEREAS, Section 2-330 of the Village Code establishes certain limitations and procedures for individual members of the Corporate Authorities when interacting with Village staff; and

WHEREAS, the provisions of Section 2-330 are designed to ensure that the Corporate Authorities act as one body rather than seven individuals giving their own directives to staff, thus avoiding confusion, discomfort, and inefficiency among employees; and

WHEREAS, the Corporate Authorities have determined that it is in the best interests of the health, safety, and welfare of the residents of the Village of Villa Park to amend the Villa Park Municipal Code as more particularly set forth hereinafter to increase transparency and further safeguard the relationship between the Corporate Authorities and Village employees;

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois as follows:

Section 1. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. Section 2-330 (“Board to act as body”) of Article III (“Officers and Employees”) of Chapter 2 (“Administration”) of the Villa Park Municipal Code is hereby amended by deleting the following stricken language and adding the underlined language to read, as follows:

Sec. 2-330. - Board to act as body.

- (a) The board of trustees shall act in all matters as a body and individual trustees shall not seek to influence the official acts of the village manager, or any other officer, or to interfere in any way with the performance by such officers of their duties. The foregoing provisions of this section shall not prevent the board from:
 - (1) Appointing all or any one of its members to any board, committee, or commission; or
 - (2) Appointing any of its members to act as a liaison to any board, committee or commission, organization, group of individuals, or other governmental body or agency.

Nothing contained herein shall prevent any trustee from requesting from the manager such information as may be proper and necessary to the performance of the trustee's duties, whether the trustee acts as a trustee, or as a liaison, or as a member of any board, committee or commission.

- (b) Trustees shall not initiate or engage in discussions, conversations, or communications, whether written or oral, with any employee of the village, other than the manager, concerning conditions of employment. Whenever any employee, other than the manager, initiates such discussions, conversations, or communications, whether written or oral, with a trustee concerning conditions of employment, the trustee shall refrain from further discussion, conversation, or communication and refer the employee to either the manager or the appropriate department head. Any written communications concerning conditions of employment shall be forwarded by the trustee to the manager.
- (c) "Conditions of employment," as used herein, shall mean any aspect of the working environment or working conditions of any employee or group of employees of the village.
- (d) Nothing contained herein shall prevent any trustee, when acting either as a trustee or as a member of any committee or commission, at any meeting of the board of trustees, or of any committee or commission, from engaging in discussion with any employee concerning conditions of employment.
- (e) To ensure adherence to the provisions above, any trustee who desires to meet with a manager, director, or other employee of the village, including the village manager, shall request the meeting by sending the village manager an email directly. Such emails shall be sent from and to official village email addresses only; no text messages, phone calls, or personal emails shall be used to schedule a meeting. The village manager or assistant village manager must be present at any meeting organized in this manner. Meetings must be held at a time when everyone is available without interfering with employees' work schedules and other tasks.
- (f) During any requested meeting with a manager, director, or other employee of the village, including the village manager, it shall be the responsibility of the trustee who requested the meeting to take notes. The trustee shall then be responsible for emailing those notes to all village trustees, the village president, the village manager, and, if applicable, the village attorney within three (3) days of the meeting.

Ordinance No. _____

Section 3. If any section, paragraph, or provision of this ordinance shall be held to be invalid or unenforceable, such invalidity shall not affect the remaining provisions of this ordinance.

Section 4. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 5. This ordinance shall be in full force and effect from and after its passage and approval according to law.

ADOPTED THIS ____ DAY OF _____, 2026, pursuant to a roll call vote as follows:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTENTION: _____

APPROVED this _____ day of _____, 2026

Kevin Patrick, President of the
Village of Villa Park, DuPage County, Illinois

ATTESTED and filed in my office,
this _____ day of _____, 2026

Rolf Laukant, Clerk of the Village
of Villa Park, DuPage County, Illinois