

**Meeting Minutes**  
**Town of Meridian Hills**  
**Special Session**  
**February 18, 2004**

A Special Session of the Town of Meridian Hills Town Council was called to order at 6:00 pm at the St. Luke's Catholic Church on W 75<sup>th</sup> Street.

Present were: Terry O'Brien, Sue Beesley, Kay Ivceвич, Abigail Hohmann, William Nunery, and Mathieu Robison.

The purposes of the meeting were to review goals of the Town Administration, define roles and responsibilities, and establish methods of communication.

Following a general discussion of the above topics, it was decided that:

- The Town Council meetings will be a professional and civil arena to conduct town business, and not a forum for personal issues.
- All elected officials will keep a phone log of all incoming calls from residents that require action, and will submit them at the monthly Town Council meeting for the Town records.
- E-mails and phone calls regarding Town business will cease (other than scheduling meetings, and sending out agendas, reports and information prior to the monthly meetings).
- We will be fully transparent, and err on the side of providing an abundance of detail and full disclosure.
- We will trust each other to do his/her own job to the best of his/her ability, and err on the side of trust.
- If there is an omission or an error, we will interpret it as an oversight based on good intentions and enthusiasm, rather than from improper motives.
- Changes will be submitted as proposals with facts to justify and support them.
- A time will be scheduled to walk through the Town Hall and Clerk-Treasurer's office to allow Town Councilors to become acquainted with the duties of that office.
- A copy of the Town's annual report will be made available to the Town Councilors prior to publication.
- The Clerk-Treasurer requests copies of all e-mails regarding Town business for the Town record.
- All three Town Councilors will sign the Town's claims and vouchers from this point forward (and back sign January and February).
- Councilors Ivceвич and Hohmann will be added as signatories on the municipal bank account, and Deputy Clerk-Treasurer Robison will be removed.
- All agenda items, resolution proposals, reports, minutes, warrants and claims will be submitted no later than the Wednesday prior to the monthly meetings, and an agenda will be provided by the Friday prior to the meetings.

The meeting was adjourned at 9:45 pm.

Respectfully submitted,

William R. Nunery, MD  
Clerk-Treasurer  
March 8, 2004

Minutes were approved with the following amendment:

- 1) Councilor Ivcevich left the meeting at 7:00 pm, as noted by Councilor Hohmann.

William R. Nunery, MD  
Clerk-Treasurer

Terrence O'Brien  
Council President