

MEMORANDUM

TO: The Honorable President
And Board of Trustees

FROM: David A. Hulseberg, Village Manager

DATE: January 12, 2011

SUBJECT: Legistar #100684 - Updated Village Board Policy Manual

At the January 3, 2011 Village Board meeting staff requested that the above item be delayed to the January 20, 2011 meeting in order for staff to make a final review of this item. Your Board packet for the January 3, 2011 meeting included the Village Board Policy Manual Update which reflected the changes brought forth as a result of the two Special Board of Trustees meetings on November 18 and December 2, 2010.

Since receipt of your January 3, 2011 Board packet, it was noted that the three items listed below were inadvertently omitted in the original packet of policies that were distributed prior to the workshop meetings. These have now been included and reviewed with the status of each reflected below:

Policy 97-4: Revised Agenda Form (2.A.)

Change: Updated to reflect the current agenda format

Policy 08-1: Village Board Electronic Messaging Policy (3.D.)

Change: None

Policy 08-4: Verbatim Recordings of Executive Session Meetings (2.B.)

Change: This policy is being removed as it is covered by State Statute. As a result of this policy being deleted, the remaining items in that category will be re-lettered.

Amendments to policy pages include the following:

1. changing the roman numerals to arabic numerals in the "Section" portion of each policy; (this has also been done on the Table of Contents)
2. adding section numbers opposite the page numbers on multiple page policies, and
3. the inclusion of attachments as indicated under the "Legislation/Documentation" portion of the policy.

Lastly, a few minor housekeeping changes were made to individual policies. These are listed below:

Policy 88-2: Expenditures by Committees (3.C.)

Change: Removed the words “and/or Petitioners” from the “ Subject” line

Policy VA 91-1: Acting President, President Pro Tem & Temporary Chairman (2.C.)

Change: Village Counsel has reviewed this policy and made changes

Policy 97-2: Government Access Channel Programming (5.B)

Note: The attachment refers to an Administrative Policy which is part of an upcoming review. It has been stamped “draft” and may be changed once those policies are reviewed and updated.

Policy 03-1: Street Lighting Policy (6.C.)

Change: The Village Standard Lighting Specification has been added as an attachment.

Ditch & Culvert Maintenance Policy (6.I.)

Change: Has been added to the Policy Manual since it was recently approved by the BOT.

Should you have any questions please feel free to contact me.

RECOMMENDATION:

That the Village Board approve an ordinance repealing the existing Policy Manual and adopting the attached Updated Village Board Policy Manual.