




MEMORANDUM

TO: Village President and Board of Trustees

FROM: Sheila York 
Business Administrator/Deputy Village Clerk

DATE: December 14, 2021

SUBJECT: **Second Review of Executive Session Minutes - 2021**

State Statute establishes that a review be conducted periodically, but not less than twice yearly, to determine if there is still a need for confidentiality, or that the minutes, or portions thereof, no longer require confidential treatment and are available for public inspection.

All Executive Session minutes have been approved by the Village Board with the exception of the June 17, 2021, August 19, 2021, September 2, 2021, September 16, 2021, October 7, 2021 and November 4, 2021 minutes (indicated on Exhibit A of the attached resolution by an asterisk). The Village Board did not approve the release of any Executive Session minutes.

Please find attached a resolution authorizing the Village Clerk to make certain closed session meeting minutes available for public inspection – Second Review 2021.

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

cc: Scott Niehaus, Village Manager
Tom Bayer, Village Attorney