
VILLAGE BOARD MEETING

VILLAGE OF HARRISON**From:**

Chad Pelishek, Village Manager

Meeting Date:

November 11, 2025

Title:

Modification of the Village of Harrison Rules and Procedures for Board Meetings.

Recommended Action:

Motion to authorize Village staff to post meeting minutes within 72 hours after the meeting ends in a draft format until the next regularly scheduled board meeting and modifying the Rules and Procedures of Board Meetings document.

Background and Additional Information:

The previously approved Village of Harrison Rules and Procedures for Board Meetings includes the following:

Introduction of Business:

E. Unofficial Meeting Minutes

Board and/or Staff are not to publicly disclose any items of a Village Board meeting until the meeting minutes are approved and published, outside of normal business.

F. Meeting Minutes

Village Clerk or Designee is responsible for recording and maintaining all regular meeting minutes. Minutes are to be presented and approved at the following regular meeting and posted as timely as possible.

The two above sections are very confusing. Since the Village videotapes all the meetings and puts them YouTube, the information from the meeting is available.

To be more transparent, Village staff is requesting the board delete Item **E** and **F** from the Rules and approve posting draft minutes with 72 hours of the board meeting, clearly identifying the minutes at draft and then having the board approve them at their next regularly scheduled board meeting.

With more commercial development underway in the Village, developers are looking for draft minutes to share with their lenders to finalize borrowings. Waiting 30 days for the minutes to be posted and approved is not working to keep projects on task. Issues also come into plan related to zoning approvals as well.

Budget Impacts

N/A.

Attachments: None