

RESOLUTION NO. 2026-__ R

RESOLUTION FOR APPROVAL TO RELEASE FOR PUBLIC INSPECTION THE CLOSED SESSION MINUTES AND THE DESTRUCTION OF THE VERBATIM RECORDINGS FOR THE SAME AFTER THE EIGHTEEN MONTH REQUIRED RETENTION PERIOD

WHEREAS the Illinois Open Meetings Act requires all public bodies to keep written minutes of all of their meetings whether open or closed; and

WHEREAS the Minutes of closed sessions are only to be available after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential; and

WHEREAS, each six (6) months the public body is to make this determination which can be made in closed session; and

WHEREAS, the Deputy Clerk and the Village Attorney met on Monday, July 20, 2026, and on August 05, 2026, the Village Clerk and Deputy Clerk met to review the Executive (Closed) Session minutes to determine whether the need for confidentiality still exists as to all or part of such minutes or if the minutes may be eligible for release see attached “Exhibit A”;

WHEREAS, following said reviews, it is the recommendation of the Village Clerk and Village Attorney that there is a need for confidentiality for the Executive (Closed) Session Board of Trustees minutes for the following:

- **Special Board Meetings:** August 2, 2019, December 05, 2023, December 19, 2023, December 23, 2023, and January 4, 2024.
- **Committee of the Whole Meetings:** Lines 13-15 of April 6, 2020 (**released in part May 5, 2022**) and March 19, 2025, and November 05, 2025.
- **Board of Trustees Meetings:** June 14, 2023, November 20, 2023, December 11, 2023, December 18, 2023, May 7, 2025, June 4, 2025, June 18, 2025; February 4, 2026, March 4, 2026, April 15, 2026, and May 6, 2026.

WHEREAS, following said reviews, it is the recommendation of the Village Clerk and the Village Attorney that there is no longer a need for confidentiality for the following Executive (Closed) Sessions:

- **Committee of the Whole:** November 17, 2025, and December 17, 2025

WHEREAS, the verbatim record of a closed meeting may be destroyed without notification to, or the approval of, a records commission, or the State Archivist under the Local Records Act of the State Records Act, no less than eighteen (18) months after the completion of the meeting recorded, but only after 1) the public body approves the destruction of a particular recording; and 2) the public body approves minutes of the closed meeting that meet the criteria of the Open Meetings Act for proper minutes, namely, such minutes at least include 1) the date, time and place of the meeting; 2) the members of the public body being recorded as either present or absent and whether the members were physically present, or present by means of video or audio conference; and 3) a summary of discussion of all matters proposed, deliberated, or decided, and a record of any votes taken; and

NOW, THEREFORE, BE IT RESOLVED by the Village of Winnebago Board of Trustees as follows:

- 1) The Village Board of Trustees hereby approves the content of the closed session Committee of the Whole minutes of November 17, 2025, and December 17, 2025 (see attached "Exhibit B")
- 2) No portion of the minutes from the aforesaid closed session meetings any longer require confidential treatment to protect the public interest or the privacy of an individual, and therefore said closed session minutes for these dates, shall be, and are hereby released for public inspection.
- 3) The audio or video recordings containing the verbatim records of all the aforesaid closed session meetings shall be retained until the specified time of not less than the required time period of eighteen (18) months has passed from the respective meetings.
- 4) This Resolution shall be effective immediately upon its introduction, passage and approval.

APPROVED:

Franklin J. Eubank, Jr., President of the
Board of Trustees of the Village of Winnebago, Illinois

ATTEST:

Sally Jo Huggins, Village Clerk

PASSED: _____

APPROVED: _____

PUBLISHED IN
PAMPHLET FORM: _____