

**RESOLUTION NO. 2024-\_\_ R**

**RESOLUTION FOR APPROVAL TO RELEASE FOR PUBLIC  
INSPECTION THE CLOSED SESSION MINUTES FOR MAY 11, 2020,  
JULY 13, 2020, NOVEMBER 9, 2020, DECEMBER 14, 2020, JANUARY 11,  
2021, FEBRUARY 08, 2021, OCTOBER 27, 2021, JANUARY 10, 2022,  
MARCH 14, 2022, SPECIAL MEETINGS AUGUST 15, 2022, SEPTEMBER  
12, 2022, OCTOBER 10, 2022, NOVEMBER 14, 2022, DECEMBER 12, 2022,  
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**, after having reviewed the Minutes of all closed meetings, the Corporate Authorities have determined that, for some of them, the need for confidentiality still exists as to all or part of the following meeting minutes: Special Meeting held on August 9, 2019; and Board of Trustees Meeting of February 13, 2023, June 14, 2023, July 19, 2023, November 20, 2023, December 05, 2023, December 11, 2023, December 19, 2023, December 23, 2023, January 04, 2024 and January 08, 2024, and partial minutes of the April 6, 2020 Committee of the Whole; and

**WHEREAS**; the Administrative Team having met on June 15, 2023 and Village Attorney having also reviewed the following to determine if there exists the need for all or part of such closed session minutes to remain confidential, and decided to recommend to the Village Board in the negative for the minutes of dates May 11, 2020, July 13, 2020, November 9, 2020, December 14, 2020, January 11, 2021, February 08, 2021, October 27, 2021, January 10, 2022, March 14, 2022, Special Meeting August 15, 2022, September 12, 2022, October 10, 2022, November 14, 2022 December 12, 2022, and Committee of the Whole meeting June 01, 2020, such that they would be made available for public inspection; and

**WHEREAS**, certain circumstances have arisen in regard to the Committee of the Whole meeting of June 01, 2020, which support said minutes currently remaining closed to the public, and

**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 approve the content of the closed session General Board Meeting minutes of May 11, 2020, July 13, 2020, November 9, 2020, December 14, 2020, January 11, 2021, February 08, 2021, October 27, 2021, January 10, 2022, March 14, 2022, Special Meetings August 15, 2022, September 12, 2022, October 10, 2022, November 14, 2022, December 12, 2022, with prior content approval not having been made at the next regular scheduled General Board Meeting since meetings were virtual due to COVID, and Executive Session Minutes are only distributed in person for review.
- 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 hereby released for public inspection.
- 3) The audio or video recordings containing the verbatim records of the aforesaid closed session meetings shall be destroyed following the fact that the required time period of eighteen (18) months has passed from the respective virtual meetings.
- 4) This Resolution shall be effective immediately upon its introduction, passage and approval.

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

**ATTEST:**

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Sally Jo Huggins, Village Clerk

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

PUBLISHED IN  
PAMPHLET FORM: \_\_\_\_\_