

SPECIAL MEETING MINUTES

APRIL 28, 2003

The special meeting was called to order at 7:30 p.m. In attendance were President Pickett, Trustees Ander, Finney, and Wind, Finance Director Volkening, Village Attorney Schuster, and Clerk Olson. Trustee Ziemba observed the meeting for a short time.

President Pickett explained that the purpose of the special meeting was to review procedures and duties for the benefit of the new trustees.

The following topics were reviewed:

1. Trustee e-mail addresses on the Village web site for use by the public.
2. Finance Director Ellen Volkening discussed the finance cycle, including the budget, appropriation and levy ordinances, finance reports, and the audit, and purchasing procedures. (Ellen left at 7:55 p.m.)
3. Clerk Olson discussed maintenance of village records, access to the village files by trustees, the agenda, and notice requirements for meetings.
4. Mark Schuster, village attorney since 1996, explained his duties and discussed the Open Meetings Act requirements and restrictions, including its relation to e-mails and semi-annual review of executive session minutes. Mr. Schuster also reviewed the Pulte lawsuit and will prepare a written history of this suit for the new trustees. The vacant lots/stubs along Beau Brummel and Hilltop were also mentioned.

ANDER MOVED WITH A SECOND FROM FINNEY TO ADJOURN THE MEETING AT 9:05 P.M. MOTION PASSED BY VOICE VOTE.

Respectfully submitted,



Norine Olson  
Village Clerk