

---

---

**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

---

---

**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CINDY GALBREATH, VILLAGE CLERK  
**SUBJECT:** APPROVAL: 2017 VILLAGE MEETING SCHEDULE  
**AGENDA:** OCTOBER 6, 2016 REGULAR MEETING  
**DATE:** SEPTEMBER 29, 2016

---

**ISSUE**

Should the Village Board approve the meeting schedule for the Board, Committee of the Whole, and Plan Commission for calendar year 2017.

**DISCUSSION**

Regular Board and Committee of the Whole (COTW) meetings are set by Village Code, 1-8-2. The Code states that all Regular Board Meetings shall be held at 6:00 p.m. on the first and third Tuesday and COTW meetings shall be on the same days beginning at 6:30 p.m. Statute requires the schedule to be reviewed, approved, posted and sent to the local papers prior to the end of each calendar year. Statute further allows for dates and place of any meeting to be amended and also allows for special and emergency meetings to be held as long as the agenda is published.

Police and Plan Commission meetings are held monthly and the meeting day is set by the commissions. Both meet on the third Wednesday of each month beginning at 6:00 pm and 7:00 p.m. respectively. These dates are highlighted in gray.

Regular meeting dates are highlighted in yellow. Meeting dates that need to be reviewed and set (January and July) are highlighted in brown. Staff is asking that the Board review these months and determine if the January meeting should be held on the 3<sup>rd</sup> and the 17<sup>th</sup>, following the regular schedule or be held on the 10<sup>th</sup> and the 24<sup>th</sup> and also review dates in July to determine if the first meeting of the month should be held on the 5<sup>th</sup> or if only one meeting should be held.

Holiday dates that the offices are closed are highlighted in green. Office closed dates for MLK and Columbus Days (clean up and document retention review dates) are highlighted in orange.

Upon approval the calendar will be posted and published as required. Although it is not required that the calendar be published until the end of November, as the Board and staff are typically planning a few months out, setting the calendar at that this time allows for efficiency in planning.

**COSTS**

The cost of the approval for the calendar of the meetings is the cost of the publication which is estimated to be approximately \$75.00 and is budgeted in account 01-57-6503, GF - Boards and Commissions, Advertising and Publication.

**RECOMMENDATION**

That the Board approves the 2017 Village Meeting Calendar.

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

New Years Day 1/2  
 MLK Day 1/16  
 Presidents Day 2/20

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Memorial Day 5/29

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Independence Day 7/4

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Labor Day 9/4  
 Columbus Day 10/9

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Thanksgiving 11/23&24  
 Christmas 12/25&26

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						