



# Agenda Cover Memorandum

Meeting Date: January 17, 2017

Meeting Type:  COW (Committee of the Whole)  City Council  Budget Workshop

Item Title: Approve Resolution 2017-3 relating to the annual review and public release of certain closed session minutes and allowing for the destruction of Closed Session audio recordings of meetings held prior to June 1, 2015

Action Requested:

<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>	For discussion
<input type="checkbox"/>	Feedback requested	<input type="checkbox"/>	For your information

Staff Contact: Cheryl Peterson, Deputy City Clerk  
Phone Number: 847/318-5464  
Email Address: cpeterso@parkridge.us

**Background:**

According to the Illinois Open Meetings Act, each public body shall periodically, but no less than semi-annually, review minutes and recordings of all closed meetings. A determination is made and reported in the form of a Resolution to the City Council allowing for the release of certain minutes or for the destruction of certain audio recordings. The minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection. Minutes of meetings closed to the public shall be available only 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.

The Open Meeting Act permits governmental bodies to destroy the verbatim record of closed sessions without notifying or receiving approval from the IL Records Commission or the State Archivist only if:

- a) the audio recording is greater than 18 months old; and
- b) the content of the written minutes of the Closed Session meeting has been approved for the specific date.

Attorney Simon has reviewed Closed Session minutes previously approved by the City Council; he is not recommending the release of any at this time.

**Suggested motion:**

Approve Resolution 2017-3 relating to the annual review and public release of certain closed session minutes and allowing for the destruction of Closed Session audio recordings of meetings held prior to June 1, 2015

**Attachments:**

Resolution 2017-03

**RESOLUTION NO. 2017-03**

**FIRST 2017 SEMI-ANNUAL RESOLUTION AUTHORIZING THE CITY CLERK TO MAKE CERTAIN CLOSED SESSION MEETING MINUTES AVAILABLE FOR PUBLIC INSPECTION AND AUTHORIZING THE DESTRUCTION OF CERTAIN AUDIO RECORDINGS OF CLOSED SESSION MEETINGS**

**WHEREAS**, the City Council of the City of Park Ridge have met from time to time in executive session for purposes authorized by the Illinois Open Meetings Act (the "Act"); and

**WHEREAS**, as required by the Act, the City Clerk has kept written minutes of all such executive sessions; and

**WHEREAS**, pursuant to 5 ILCS 120/2.06(d), the City Council have reviewed closed session minutes; and

**WHEREAS**, the City Council have determined that the attached list of minutes identified as **Exhibit A, if attached**, no longer require confidential treatment and should be made available for public inspection; and

**WHEREAS**, the Open Meetings Act requires governmental bodies to audio or video record their closed meetings; and

**WHEREAS**, this governmental body has complied with that requirement; and

**WHEREAS**, for the verbatim record by audio tape of the closed session portion of the meetings set forth in Section 2 of this Resolution, at least eighteen (18) months have passed since the completion of those meetings, and this governmental body has approved written minutes for each of the closed session portions of the meetings set forth in Section 2.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Park Ridge, Cook County, Illinois, in exercise of its home rule authority, as follows:

**Section 1:** Based upon the statements made in the preamble to this Resolution: the City Council of the City of Park Ridge hereby authorizes the City Clerk to release the Closed Session minutes of the approved Closed Session meetings listed on **Exhibit A**. It is no longer necessary to keep these minutes confidential and order their release for public review, inspection and/or copying.

**Section 2:** Based upon the statements made in the preamble to this Resolution, the City Council of the City of Park Ridge hereby order the destruction of any verbatim Closed Session recording such being an audio tape, of the closed session portions of all meetings which took place prior to June 1, 2015 and which minutes have been previously approved by the City Council.

**Section 3:** This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted by the City Council of the City of Park Ridge, Illinois this 17<sup>th</sup> day of January, A.D., 2017

VOTE:  
AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

Approved by me this 17<sup>th</sup> day of January, A.D., 2017

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Acting Mayor Marty Maloney

ATTEST

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Cheryl L. Peterson, Deputy City Clerk

**Exhibit A**

The following approved Closed Session meeting minutes are approved to be released to the public: NONE