

MEMORANDUM

RE: RCBDC Policy for Posting Meeting Notices, Agendas & Minutes

DATE: February 22, 2017

Procedure for Meeting Notices:

1. After the Notice of meeting is finalized, it is emailed to the following municipalities for posting: Town of Brighton, Town of Dover, Town of Norway, Town of Waterford, Village of Rochester, Village of Waterford, Village of Union Grove, Town of Yorkville, Town of Burlington and Town of Raymond. It is also emailed to the Racine County Building, Ives Grove Complex for posting.
2. The Notice is then emailed to every landowner that has provided a valid email address to RCBDC office.
3. It is posted at 500 College Avenue (RCBDC registered office).

Procedure for Meeting Agendas:

1. After the agenda is finalized, it is emailed to the following municipalities for posting: Town of Brighton, Town of Dover, Town of Norway, Town of Waterford, Village of Rochester, Village of Waterford, Village of Union Grove, Town of Yorkville, Town of Burlington and Town of Raymond. It is also emailed to Racine County Building for posting.
2. The agenda is posted at 500 College Avenue and the location of the meeting (if other than Racine County Building).
3. The agenda is emailed to every landowner that has provided a valid email address to the RCBDC office.
4. The agenda is made available to anyone who attends the meeting.

Procedure for Meeting Minutes:

1. Draft minutes are prepared, and emailed to commissioners for review.
2. The draft minutes are generally approved at the next meeting.
3. Upon request, approved minutes can be e-mailed to any landowner or municipality that has provided a valid, working email address to the RCBDC office.
4. The approved minutes is posted at 500 College Avenue (RCBDC registered office).