

MEMORANDUM

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

DATE: December 2, 2009

Procedure for Meeting Notices:

1. After the Notice of meeting is finalized, it is faxed to the following municipalities for posting: 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 faxed to the Public Works receptionist at the Racine County Building, Ives Grove Complex for posting.
2. The Notice is then emailed to every landowner or municipality 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 faxed to the following municipalities for posting: 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 faxed to the Public Works receptionist at 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 or municipality 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 faxed 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.