

VILLAGE OF PARK FOREST

MEMORANDUM

TO: John A. Ostenburg, Mayor
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

DATE: November 27, 2017

SUBJECT: A RESOLUTION ADOPTING THE HOLIDAY AND MEETING SCHEDULE
FOR THE CALENDAR YEAR 2018

BACKGROUND/DISCUSSION:

Attached is the proposed Village Board Meeting calendar for 2018. In accordance with the Village Board's adopted Rules of Order and Procedure, the calendar includes dates for Board Rules Meetings, Regular Board Meetings and Saturday Morning Rules Meetings along with holidays in which Village Hall is closed. The calendar also sets forth a relaxed meeting schedule for the months of July, August and December when the Board will meet on only two Mondays in each of these months. The July/August meetings are on the 2nd and 3rd Mondays of these months while December meetings have historically been on the first and second Mondays of the month. It is understood that the Board can schedule a special meeting at any time should the need arise. The Board meeting schedule is as follows:

- 1st Monday of each month – Rules Meeting beginning at 7 PM
- 3rd Monday of each month – Regular Board Meeting beginning at 7 PM
- 4th Monday of each month – Rules & Regular Meeting beginning at 7 PM
- 1st Saturday of each month – Rules Meeting beginning at 10 AM

One caveat is that Rules and/or Regular meetings will only be scheduled on the fourth Monday as needed, upon conference of the Mayor and Village Manager. As noted above, Monday evening Board Meeting begin at 7 PM while Saturday Morning Rules Meetings begin at 10 AM. Periodically, there may be a need to adjust the start time of a meeting.

The attached meeting calendar also includes a number of regularly scheduled meetings that are postponed a day due to holidays (Martin Luther King, Jr., Labor Day). Additionally, the Village Board has expressed an interest in rescheduling Board Meeting dates which may conflict with holidays of the Jewish faith. In 2018, holidays of the Jewish faith, and any alteration of the Board's meeting calendar, include the following.

- Passover in 2018 will take place from March 30 - April 7. The critical days of the Passover holiday are the starting and ending dates. These dates do not pose any conflict with Village Board Meeting dates in March or April.
- The holidays of Rosh Hashanah and Yom Kippur occur respectively on September 9 – 11 and September 18 & 19 in 2018. These dates do not pose a conflict with the 2018 meeting calendar.

- The first day of Hanukkah is Sunday, December 2 and the last day is Monday, December **10**. There is no conflict with the 2018 meeting calendar.

SCHEDULE FOR CONSIDERATION:

This issue will be on the Rules Meeting of December 4, 2017 for Board discussion.

RESOLUTION No. _____

**A RESOLUTION ADOPTING THE HOLIDAY
AND MEETING SCHEDULE FOR THE CALENDAR YEAR 2018**

- WHEREAS,** the Mayor and Board of Trustees of the Village of Park Forest establishes a meeting schedule of Rules and Regular meetings each year so as to alert the public of when it will be convening; and
- WHEREAS,** the Board of Trustees generally meets three Monday evenings per month and one Saturday morning per month; and
- WHEREAS,** the Board of Trustees has adopted a relaxed schedule in the months of July, August and December when they will meet on two Monday evenings and one Saturday morning in these months; and
- WHEREAS,** the Personnel Manual establishes a list of annual holidays for employees including New Years Day, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas and Christmas; and
- WHEREAS,** if a holiday falls on a Monday, the regularly-scheduled meeting traditionally has been delayed until Tuesday of the same week.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that the holiday and meeting schedule attached hereto shall be officially adopted for the calendar year 2018.

ADOPTED this _____ day of _____, 2017.

APPROVED:

ATTEST:

Mayor

Village Clerk

2018 Holiday and Meeting Schedule

	Rules	Regular	Rules/Regular	Saturday Rules
January	2 (Tues.) (New Year's Day)	16 (Tues.) (M.L. King, Jr. Holiday)	22	6
February	5	19	26	3
March	5	19	26	3
April	2	16	23	7
May	7	21	29 (Tues.) (Memorial Day)	5
June	4	18	25	2
July	9	16	-	7
August	13	20	-	4
September	4 (Tues.) (Labor Day)	17	24	8 (Labor Day)
October	1	15	22	6
November	5	19	26	3
December	3	10	-	1

2018 Holidays When Village Hall Will Be Closed:

Monday, January 1, 2018	New Year's Day
Monday, January 15	Martin Luther King, Jr. Holiday
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, November 12	Veteran's Day (falls on Sunday, November 11 th)
Thursday, November 22	Thanksgiving Day
Friday, November 23	Day after Thanksgiving
Monday, December 24	Christmas Eve
Tuesday, December 25	Christmas Day