

**Date:** May 20, 2024

**Submitted By:** Charlotte Bruewer

**Topic:** Updated Requests for Village Reports

**Background:**

To aid council in making informed decisions, the Village Administration is requested to compile reports that summarize the current state of Golf Manor.

**Points for Discussion:**

Village Administration is requested to provide the following reports:

- All studies performed over the previous 24 months
- All open projects – including background information, funding source, required commitment from GM, timelines, etc.
- All real estate holdings, such as parcels in process of being demolished, vacant lots, etc.
  - Report should include amount paid, demolition and ongoing maintenance costs, source of funding, other considerations such as ground quality
- Village of Golf Manor Standard Operating Procedures Manual, or table of contents depending on file size
- Village of Golf Manor Employee Handbook

**Proposed Action:**

Stemming from the original request made in the Executive Committee meeting on 2/5/24 and repeated in meetings on 2/20/24 and 3/18/24, a due date of May 1<sup>st</sup> is reasonable for compiling and disseminating these reports to members of council.

**Next Steps:**

- Administration to provide shared access to files on server for Councilmembers to perform research on projects
  - Solicitor to provide report to Council on real estate holdings; presentation in July
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