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MEMORANDUM

November 21, 2023

TO: Town of Beloit Board of Supervisors
FROM: Tim Wellnitz, Town Administrator
RE: Discussion and possible action on Town Board January 2024 meeting dates

STAFF RECOMMENDATION

I recommend that the Board approve January 8 & 22, 2024 for January meeting dates.

RECOMMENDED MOTION

I move to approve January 8 & 22, 2024 at 6:00pm as the regular Town Board meetings for January 2024.

BACKGROUND

Town ordinance 2.15 provides that regular Town Board meetings are to be held on the first and third Mondays of each month unless modified by the Town Board.


Town Administrative Offices will be closed on Monday January 1, 2024 as well as Tuesday January 2, 2024.

ANALYSIS

There are five Mondays in January 2024. The proposed meeting dates would be moved to the second and fourth Monday of the month, which would keep the Board meetings on Mondays and separated by two weeks. Staff could accommodate different dates if the Board desired.

cc: Karry DeVault, Town Clerk

Town of Beloit planning calendar

JANUARY 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 	2 Administrative Offices Closed 9:00 am payroll Timesheets due 5:00 pm nomination papers due	3	4	Pay Day	6
7	8	9 10:00 am Staff Mtg	10 4:15 pm - Plan Commission	11	12	13
14	15 9:00 am payroll Timesheets due	16 10:00 am Staff Mtg	17	18	Pay Day	20
21	22	23	24	25	26	27
28	29 9:00 am payroll Timesheets due	30	31			