



SPECIAL NOTE REGARDING THE COVID-19 PANDEMIC

Pursuant to Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5) which suspends the requirement of the Illinois Open Meetings Act requiring in person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, attendance by all Council Members acting as Township Trustees, the Township Supervisor, the City/Township Clerk and other Township staff members will be electronic via an online meeting platform. The members of the City Council will not be physically present for the May 5, 2020 Regular City of Champaign Township Board Meeting but will instead be participating in the meeting through audio or audio/video access using a virtual meeting platform.

The meeting will be streamed live on Champaign's cable access channel, CGTV, and on the City's website at www.champaignil.gov.

AGENDA
CITY COUNCIL CHAMBERS – 102 N. NEIL STREET
May 5, 2020
Regular Meeting
7:00 PM

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- I. CALL TO ORDER
 - II. ROLL CALL
 - III. APPROVAL OF MINUTES
 - a. [Minutes of the Regular Board Meeting held March 3, 2020](#)
 - IV. CORRESPONDENCE
 - V. [SUMMARY OF EXPENDITURES \(March 2020\)](#)
 - VI. [2nd and 3rd QUARTER GATA REPORT FY 19-20](#)
 - VII. BUDGET PRESENTATION



VIII. AUDIENCE PARTICIPATION

SPECIAL NOTE NECESSITATED BY THE COVID-19 PANDEMIC: THE CITY OF CHAMPAIGN TOWNSHIP WILL USE THE RULES ADOPTED BY THE CITY OF CHAMPAIGN CITY COUNCIL, WHICH SERVES AS THE TOWNSHIP BOARD, FOR SUBMISSION OF PUBLIC COMMENTS. PUBLIC COMMENT MAY BE SUBMITTED IN HARD COPY AT THE CHAMPAIGN CITY BUILDING, 102 N. NEIL ST., OR VIA WEB FORM ON THE CITY OF CHAMPAIGN WEBSITE, IN ACCORDANCE WITH THE ATTACHED RULES.

IX. TOWN BOARD AND SUPERVISOR'S COMMENTS

X. NEXT MEETING DATES:

a. **Regular Town Meeting: June 2, 2020**

XI. ADJOURNMENT

**TEMPORARY RULES FOR THE CONDUCT OF
STUDY SESSIONS AND REGULAR CITY COUNCIL MEETINGS
(COLLECTIVELY "COUNCIL MEETINGS")**

The Mayor is issuing the following rules for City Council meetings in order to promote social distancing as required in Executive Order 2020-10 (COVID-19 Executive Order No. 8), and in accordance with Executive Order 2020-07 (COVID-19 Executive Order No. 5).

1. All Council members who are attending Council meetings will be required to attend by means of electronic attendance, including but not limited to a phone or computer connection.
2. The platform for electronic attendance at the City Council meeting will be arranged in advance by the City Manager, or her designee, and will be communicated to each Council member at least 48 hours prior to the commencement of the meeting.
3. Prior to the City Council meeting, the City Manager or her designee, shall endeavor to meet with Council members, if necessary, utilizing the platform intended to be utilized at the upcoming meeting for the purpose of familiarizing the Council member with the platform.
4. The electronic platform shall allow all Council members to speak and listen simultaneously to the proceedings.
5. In the event an individual Council Member is unable to participate in the meeting or part of the meeting or does not respond to a call to a vote when his or her name is announced, the Council member shall be counted as an excused absence from the meeting or vote as the case may be.
6. The format of the agenda for the meeting shall remain the same, that is, agenda items shall be called in the same order as contained in the existing Council Rules.
7. The meeting proceedings will be simultaneously streamed on the City's website, the audio (and video if available) shall be available on the City's cable access channel, CGTV, and the meeting shall be available for subsequent listening in substantially the same manner as Council meetings have been available prior to the date of the initial emergency order. The failure of any of the above technical methods of broadcasting the Council proceedings shall not invalidate any action taken by the Council.
8. Since there will be no Council Members physically present at the meeting, the Council rules in Section 2-62 of the Champaign Municipal Code are amended for the duration of the Emergency Ordinance CB 2020-022 as follows to permit the public to address the Council relevant to matters on the agenda and to provide general public comment:
 - A. A web form will be available on the City's website which will let members of the public select which public hearing, council bill or study session item (or general public participation) that they would like to comment upon (only one per form) and then space to type the comment. The form will ask for the person's name and city of residence.

- B. Individuals will also have the option of submitting public comment in hard copy. Individuals who wish to do so must place their comments in the drop box outside of the Champaign City Building, 102 N. Neil Street in Champaign. Hard copy public comments shall state the individual's name, city of residence, and whether the comment relates to a specific public hearing or council bill on the agenda (and if so, which one) or is a general public comment. Hard copy comments must be placed in the drop box by 2:00 p.m. on the date of the meeting, to be received by staff and included in the record as correspondence for the meeting. Due to limitations on staff's physical presence at the City Building, hard copy comments may not be read aloud during the Council meeting.
- C. Information will be printed on the meeting agenda and prominently on the City's website about how to provide public comment, including a link to the web form. The information will be in substantially the following form:

**"NOTICE REGARDING MEETING AND PUBLIC COMMENT RULE
MODIFICATION DUE TO COVID-19"**

Pursuant to Governor Pritzker's Executive Order 2020-07 (COVID-19 Executive Order No. 5) which suspends the requirement of the Illinois Open Meetings Act requiring in-person attendance by members of a public body during the duration of the Gubernatorial Disaster Proclamation, the members of the City Council will not be physically present for the City of Champaign Council Meeting, but will instead be participating in the meeting through audio access using a virtual meeting platform.

Public comments may be submitted via web form in advance of and during the meeting at champaignil.gov/publiccomment or by hard copy to the drop box located outside the Champaign City Building at 102 N. Neil Street in Champaign.

The instructions for addressing the City Council in this manner are provided as part of the agenda posting and attached to the City Council meeting agenda.

Comments received prior to 5:00 p.m. will not be read aloud during the meeting but will be treated as regular correspondence and published online as soon as practicable. Comments received between 5:00 p.m. and the adjournment of the City Council meeting will be read aloud during the meeting. Comments will be read aloud in the order in which they were received, after the public hearing, council bill or study session topic to which the comment relates or during the time normally reserved for general public comment. Comments will be limited to 2,700 characters (approximately 450 words) each per individual, and each period of comment will be limited to thirty (30) minutes. Any comments unable to be read due to time limits will be published online as soon as practicable.

- D. When the agenda is published, the web form for public comment will be activated.
- E. A press release will be sent by the City Clerk to all local media, including those submitting an annual request, with information about how to submit public comments.

- F. The web form will remain on the City's website and open to accept submissions until the City Council meeting is adjourned.
- G. Comments received prior to 5:00 p.m. will not be read aloud during the meeting but will be treated as regular correspondence and published online as soon as practicable.
- H. Comments received between 5:00 p.m. and the adjournment of the City Council meeting will be read aloud during the meeting as follows:
 - 1. During the period ordinarily reserved for public comment after each public hearing or agenda item, the Mayor will ask that any public comment received via web form related to that agenda item be read by the City Clerk (or other appointee) into the record in the order in which the comments were received.
 - 2. During the regularly scheduled time for general public participation, the Mayor will ask that general public comments received via web form be read by the City Clerk (or other appointee) into the record in the order in which the comments were received.
 - 3. Comments will be limited to 2,700 characters each (approximately 450 words) per individual, and each of the comment periods (after each agenda item and during general public comment) will be limited to thirty (30) minutes.
 - 4. Any comments unable to be read due to time limits, as well as any comments read aloud, will be published online as soon as practicable.
- I. Comments will be assembled and transmitted to Council members as follows:
 - 1. At 5:00 p.m. before the City Council meeting, staff will download a copy of all comments submitted by web form and will scan in any hard copy comments received. Staff will sort the comments by public hearing, agenda item or general public comment, and then share the comments with the City Council email group, the City Clerk, the City Manager and her designees. Such comments will be treated in the same manner as general correspondence.
 - 2. After 5:00 p.m. and during the Council meeting, when a person submits a web comment, the comment will be emailed in real time to the City Council email group, the City Clerk, and the City Manager or her designee.
- J. A report of all comments received prior to and up to the adjournment of the meeting will be collated, and the City Clerk will include such comments in the official meeting minutes.