

A decorative graphic on the right side of the page features three overlapping red circles of varying sizes. Two thin red lines cross the page diagonally, one from the top-left to the bottom-right, and another from the top-right to the bottom-left, intersecting near the center.

# NEW COMMITTEE HANDBOOK

A Guide to Getting Started

*United City of Yorkville*  
800 Game Farm Road  
Yorkville, IL 60560



## **United City of Yorkville**

800 Game Farm Road

Yorkville, Illinois 60560

Telephone: 630-553-4350

Fax: 630-553-7575

*Dear Chairperson,*

*Welcome and congratulations on the formation of this new committee! Citizen committees like this one are what make Yorkville such a wonderful community in which to live.*

*As a citizen committee you will serve as an advisory board to the Yorkville City Council. As a direct result of your ideas and advice, new programs, procedures and standards for providing exemplary service to the citizens of Yorkville may come to fruition.*

*As the Chairperson of this committee you will serve as the main point of contact for committee members, as well as for City staff. It will be your responsibility to provide the City Clerk's office with information relating to meeting dates and times, as well as agenda related information. Guidelines and procedures for meeting agendas and meeting minutes are enclosed. Also enclosed is the contact information you will need.*

*Thank you for taking time to serve the United City of Yorkville!*

*Best wishes,*

*Lisa Pickering & Meghan Gehr*

*Clerk's Office*

*United City of Yorkville*

# OPEN MEETINGS ACT

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The Open Meetings Act was first adopted into the Illinois Compiled Statutes in 1957. This Act ensures that meetings of governmental bodies are made known to the public in advance and allows the public to attend those meetings. In Illinois, at least 48 hours notice of a meeting must be given.

As cited by the Illinois Municipal League<sup>1</sup>, a meeting is defined as “...any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the commissioners of a public body held for the purpose of discussing public business...”

A “quorum” is defined as the number of members of a public committee or board that is required to legally transact (take action or vote on) business. A “majority of a quorum” is minimum number of members assembled in which Open Meetings Act requirements apply. As the number of members of a committee increases, the number required for a quorum also increases. The chart below can help you determine what constitutes a quorum and majority of a quorum for your committee.

<b>Number of Members on Committee</b>	<b>Quorum (# required to take action or vote on business)</b>	<b>Majority of a Quorum (Open Meeting Requirements Apply)</b>
3	2	2
5	3	n/a
7	4	3
9	5	3
11	6	4
13	7	4
15	8	5
17	9	5

## **What does this mean for your Committee?**

Basically, this act means that a Majority of a Quorum of any governmental committee cannot meet without posting an agenda at least 48 hours prior to that meeting. For example, if a committee has 9 members, 3 of them cannot meet (in person or electronically) to discuss business related to that committee without first posting an agenda.

<sup>1</sup> Barnicle, T.M., Bayer, T.P, and Jurusik, M.T. (2007) *Manual on Illinois “Sunshine Laws”: The Open Meetings and Freedom of Information Acts*. Chicago: Klein, Thorpe and Jenkins, Ltd. and The Illinois Municipal League

# AGENDAS

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Agendas for all City meetings are distributed by the City Clerk's office. In order to comply with the State of Illinois Open Meetings Act, meeting agendas are required to be distributed to the appropriate bodies a minimum of 48 hours before a public meeting. Once a meeting agenda has been finalized, the Clerk's office will post the agenda in the lobby of City Hall, as well as on the City website. It will also be provided to the local press, all elected officials, and all City departments. Additionally, the Clerk's office will supply all committee members with an agenda and any supplemental information prior to the meeting date.

To ensure that agendas are prepared and supplied in a timely fashion, it is requested that you provide the Clerk's office with an agenda at least one (1) week prior to the date of the meeting. Typically, items for the agenda are decided at the previous meeting and/or through committee members contacting the chairperson with items they would like to discuss. There is no particular format required for agendas, however a sample agenda is attached for you to use as a model if you choose.

<b>Agenda Process / Timeline</b>	
1 week (minimum) before meeting	Agenda items provided to Clerk's office by committee Chairperson.
48 hours (minimum) before meeting	Agenda distributed by Clerk's office to appropriate bodies.

**\*NOTE:**

Any meeting in which committee business is discussed requires an agenda to be posted in order to inform the public. Meeting without posting an agenda at least 48 hours in advance violates the Open Meetings Act.



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**AGENDA**  
**COMMITTEE NAME**  
**Meeting Date**  
**Time**  
**Location**

**Call to Order:**

**Welcome Members and Guests:**

**Approval/Correction of Minutes:** Date of Minutes  
*(minutes from the previous meeting being reviewed for accuracy)*

**New Business:**  
*(new items that are being brought up for discussion for the first time)*

1)

2)

3)

**Old Business:**  
*(continuation of items that have been discussed at previous meetings)*

1)

2)

**Additional Business:**  
*(items that are not listed on the agenda but come up for discussion at the meeting)*

**Adjournment:**

# MINUTES

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At each meeting, minutes should be taken to provide an account of the discussion held at that meeting. These minutes become part of the permanent record on file at City Hall. It is not required that minutes transcribe the meeting discussion verbatim; rather they should present a summary of main topics and key points. A sample is attached for reference.

It is recommended that, at the first meeting, the Chairperson appoint a member of the committee to be recording secretary for the committee. This way there will be no confusion as to who is taking minutes for each meeting and the Clerk's office will know who to contact with questions regarding minutes for the committee.

The recording secretary should provide a draft copy of meeting minutes to the Clerk's office within 7-10 days after the meeting. The draft minutes will help the Clerk's office to know if any action needs to be taken on items that were discussed and will also help in preparing the agenda for the following meeting.

At the following committee meeting, the draft minutes from the previous meeting should be reviewed by the committee members to check for errors or points that may need to be clarified. The recording secretary should note any changes that need to be made and provide a final, approved copy of the previous meeting minutes to the Clerk's office within one (1) week after their approval. The approved minutes will be posted on the City website and filed in the Clerk's office permanently.

<b>Minutes Process / Timeline</b>	
7 – 10 days after meeting	Draft minutes provided to Clerk's office.
Next meeting	Draft minutes reviewed and approved by committee.
One (1) week after approval	Final approved minutes provided to Clerk's office to be posted online and entered into permanent record.

**UNITED CITY OF YORKVILLE  
ECONOMIC DEVELOPMENT COMMITTEE  
Tuesday, August 21, 2007, 7pm  
Conference Room**

**Call to Order:**

The meeting was called to order at 7:01pm by Chairman Jason Leslie.

**Committee Members Present:**

Alderman Jason Leslie, Chairman  
Alderman Gary Golinski

Alderman Joe Besco  
Alderman Marty Munns

**Guests:**

Mayor Valerie Burd (arr. 7:30pm)  
Alderman Joe Plocher  
Alderwoman Rose Spears  
Community Development Director Travis Miller  
Interim City Manager Bart Olson  
Economic Development Director Lynn Dubajic  
Attorney Gregg Ingemunson  
Tony Scott, *Kendall County Record*  
Donna & Gary Cervelli, Tuscany Real Estate Investments  
Diane Pobol  
Ken Spaeth, Old 2<sup>nd</sup> Bank

**Minutes for Correction/Approval: July 31, 2007**

The minutes were approved as read.

**New Business:**

***1. EDC 2007-32 Monthly Building Permit Report for July 2007***

Travis Miller reported that residential permits are down, however, he noted 38 permits were issued in July, 2006 compared to 34 in July, 2007. Due to rapid commercial growth, the City is only down 10% for all permits compared to last year.

Alderman Leslie asked how this has affected the budget so far this year. The capital fees tied to building permits are only slightly behind and there has been no effect on major capital purchases at this time according to Bart Olson. He also noted additional squad cars will be purchased when there is more cash available. He said there is great cooperation between departments regarding large dollar purchases.

No further action was required and this information will move to C.O.W.

**2. EDC 2007-33 Monthly Plan Commission Report for August 2007**

The Jake Land Group was the only item in this report and Mr. Miller provided a summary of the Plan Commission meeting. Since the EDC had requested to be informed when the Plan Commission is **not** in favor of proposed developments, he brought the information forward to this committee. In this case, the commission approved annexation, but not the PUD or zoning.

Mr. Miller said the case will move to Public Hearing on August 28<sup>th</sup> without revisions and he said this is typical. The next step is the annexation agreement and then the matter moves back to EDC with revisions. It was noted that when an application comes in, there is a draft annexation agreement attached. When that is presented at a Public Hearing, the staff has not yet reviewed it.

Alderwoman Spears noted that previously during Public Hearings, the Council was allowed to address the petitioner and state concerns. However, at the last Public Hearing held, she noted that the Council was advised that was not the time for comment--that it was only a presentation. Bart Olson said the Council and Mayor would need to decide what procedure would be followed and he suggested the Mayor and Aldermen should discuss this matter. Ms. Spears asked to have this matter placed on a future C.O.W. agenda.

**Old Business:**

**1. PC 2007-24 Kalant Development - Rezoning**

This development is at the corner of Rt. 47 and Center St. and the petitioner has requested rezoning from R-2 to B-2. One of the concerns was that parking would possibly spill over into the park area especially on the weekend when events might be held. Alderman Leslie also noted that the business would be within 2 feet of the future right-of-way

Comments from Mr. Miller included: This is a non-conforming structure and if a fire occurred, the property would have to go through the variance process. Language regarding right-in/right-out, signage, water connection/well abandonment will be added to the development agreement. Revisions will be submitted so that the matter can be considered at the August 28<sup>th</sup> Council meeting. A consensus of the group was reached.

**Additional Business:**

None

**Adjournment:**

Having no further business, the meeting was adjourned at 7:55pm.

Minutes respectfully submitted by  
Marlys Young, Minute Taker

# CONTACT

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All issues relating to agendas and/or minutes should be directed to the City Clerk's office:

CLERK'S OFFICE	
Lisa Pickering, Deputy Clerk	(630) 553-8567
	<a href="mailto:lpickering@yorkville.il.us">lpickering@yorkville.il.us</a>
Meghan Gehr, Administrative Assistant	(630) 553-8531
	<a href="mailto:mgehr@yorkville.il.us">mgehr@yorkville.il.us</a>

CITY HALL MAIN NUMBER (630) 553-4350

\*CITY WEBSITE [www.yorkville.il.us](http://www.yorkville.il.us)

(\*To find agendas and minutes on the website, click the "City Government" tab at the top of the page. On the right hand side of that page there will be a banner where you can click to go to "Meeting Agendas" or "Meeting Minutes.")