



United City of Yorkville

651 Prairie Pointe Drive

Yorkville, Illinois 60560

Telephone: 630-553-4350

www.yorkville.il.us

NOTICE

ADMINISTRATION COMMITTEE MEETING

Wednesday, December 20, 2023

6:00 p.m.

East Conference Room #337

651 Prairie Pointe Drive, Yorkville, IL

Remote Meeting Attendance Instructions for the Administration Committee Meeting to be held on December 20, 2023 at 6:00 p.m.

Administration Committee meeting to be held on Wednesday, December 20, 2023 at 6:00 p.m. Instructions for joining the meeting are listed below.

City of Yorkville is inviting you to a scheduled Zoom meeting.

Topic: Yorkville Administration Committee meeting – December 20, 2023 - 6pm

Time: December 20, 2023 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85455936171?pwd=a1B2ODI5SHVnUU90Y2laS1ZEcVVRdz09>

Meeting ID: 854 5593 6171

Passcode: ADM122023

One tap mobile

+13126266799,,85455936171#,,,860176325# US (Chicago)

+13092053325,,85455936171#,,,860176325# US

Dial by your location

+1 312 626 6799 US (Chicago)

+1 309 205 3325 US

+1 305 224 1968 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 854 5593 6171

Passcode: 860176325

Find your local number: <https://us02web.zoom.us/j/85455936171?pwd=a1B2ODI5SHVnUU90Y2laS1ZEcVVRdz09>

Public Participation Rules and Procedures

In lieu of in person attendance and verbal public comments at a City meeting, members of the public may submit written comments and/or participate remotely.

SUBMIT WRITTEN COMMENTS

After publication of the agenda on the City's website <https://www.yorkville.il.us/520/Agendas-Minutes-Packets>, written comments may be emailed to jbehland@yorkville.il.us. Written comments will be distributed to all members of the City Council after they are submitted. To be most effective and to give City Council members ample time to review comments, we strongly recommend that comments are emailed no less than 24 hours in advance of the meeting. We recommend that written comments include the words "WRITTEN COMMENT" in the title of the email, at minimum. The title of the email may also include any other normal email title as you see fit (e.g. WRITTEN COMMENT – Caledonia subdivision playground plans). Further, we recommend but do not require the following to be included in the body of the email:

- The meeting type and date of the meeting you would like the written comments to be entered into the public record (e.g. Yorkville City Council meeting, April 28, 2020)
- Your name and any other identifying information you wish to convey to the public body (e.g. John Doe, resident of Caledonia subdivision)
- The title of the agenda item for which you are submitting comments, if applicable (e.g. Mayor's Report #2, Caledonia subdivision playground plans)
 - If written comments are being submitted about general City concerns, and not specifically about a meeting agenda item, we recommend simply stating "This comment is being submitted as a general comment, and not to address an agenda item" or similar.
- Your concerns and feedback about the agenda item or general issue

The entire content of your written comments will be subject to public release, and comments kept to under 500 words will be read aloud at the meeting. Written comments longer than 500 words may be read partially, summarized, or be subject to publication after the meeting. The City of Yorkville will be under no obligation to redact any information.

PARTICIPATE REMOTELY:

The City publishes a remote participation meeting link for every City meeting <https://www.yorkville.il.us/520/Agendas-Minutes-Packets>. Each meeting generally has a phone number for audio call-in, or a video meeting link. Residents who attend the meeting via phone or computer through the methods above, may speak during the Citizen Comments sections of each meeting agenda. Typically, the City has a citizen comments section towards the beginning of every meeting, where citizens may speak only about topics or items that are on the meeting agenda. During this section of the agenda, the Mayor will give a brief introduction of the agenda section and then will call on individual

citizens who have pre-registered to speak on an agenda item. The Mayor will call on each citizen on the pre-registered list, and then will ask if any un-registered meeting attendees would like to speak on an agenda item. Unregistered attendees may verbally or through the video system chat function indicate they wish to speak. The Mayor will then call on un-registered attendees to speak. may then speak in an order topic and will ask any citizens to speak on topics that are on that evening's meeting agenda. At the tail-end of the meeting, the same process of citizen comments from pre-registered and un-registered attendees will take place, except citizens may speak about any City topic they wish.

To pre-register for citizen comments at the meeting, please send an email before 1:00 p.m. on the day of the meeting to jbehland@yorkville.il.us with:

- 1) Your name
- 2) The date of the meeting
- 3) The title of the agenda item you will speak about; if no agenda item, simply state "General Concern"

If you have pre-registered, the Mayor will call your name during the citizen comment section of the agenda. You may then speak. All participants, whether pre-registered or unregistered should keep their comments under 3 minutes in length, and we ask that you avoid repetitive comments. Participants will not be allowed to give his or her allotted minutes to another participant to increase that person's allotted time.

Conduct and comments injurious to the harmony of the public body or comments that engage in a debate or makes direct threats or personal attacks or be uncivil or abusive will be called to order by the Mayor and the interaction may be disconnected if said comments persist.