

**CUNNINGHAM TOWNSHIP BOARD**

Monday, April 13, 2020

6:30 PM

Urbana City Council Chamber  
400 S. Vine St., Urbana, IL 61801

**AGENDA**

- 1. ROLL CALL**
- 2. MINUTES OF PREVIOUS MEETING**
  - a. March 9, 2020
- 3. ADDITIONS TO THE AGENDA**
- 4. \*PUBLIC PARTICIPATION\***
- 5. COMMITTEE TO VERIFY BILLS**
  - a. Town Fund
  - b. General Assistance Fund
- 6. REPORTS OF OFFICERS**
  - a. Covid-19 Response
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
- 9. ADJOURNMENT**

Zoom: <https://zoom.us/j/338821003>

\*Due to the Governor's shelter in place order, the Urbana City Council Chambers will not be open to the public during this meeting. For those wishing to provide public input, please email your statement to [CityCouncil@urbanaininois.us](mailto:CityCouncil@urbanaininois.us) by 6:30 pm Monday evening of the date of the meeting. Your statement will be read into the record per council public input rules. Public input also may be provided via Zoom. Anyone can watch the meeting on [streaming services](#), UPTV, or attend virtually via Zoom. Additional instructions are attached.

Topic: Cunningham Township Board

Time: Apr 13, 2020 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/338821003>

Meeting ID: 338 821 003

One tap mobile

+13126266799,,338821003# US (Chicago)

+19292056099,,338821003# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 338 821 003

Find your local number: <https://zoom.us/j/338821003>

## **Public Input and Viewing for Town Board Meetings**

Anyone can watch the meeting on [streaming services](#), UPTV, or attend virtually via Zoom. The Zoom session will be recorded as part of the record. We will not be monitoring or using the Chat window for meetings.

Additional Instructions may be provided by the Chair.

### **Providing Public Input**

*Providing Public Input by e-mail:*

We ask that if you possibly can, submit your public comments by email by 6:30 pm to [citycouncil@urbanaillinois.us](mailto:citycouncil@urbanaillinois.us) - These will be read per city council rules and [time limits](#)\*. Email sent to this account is transmitted to all council members, the mayor, city administrator, and city clerk. Email must be received by the start of public input at the meeting and will only be taken during the public input portion of the agenda.

*Providing Public Input from a computer browser or the Zoom app on a mobile device:*

- The link to join by computer is listed on the agenda.
- You do not need to install software on a computer to use Zoom. You can click “Join from your browser.” It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific. There is a Zoom app for smartphones.
- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself with first and last name in Zoom for the record if you wish to speak\*. FCC Guidelines will be followed.
- Please turn-off any sound from other sources such as UPTV or cable, as there will be a lag in the audio if you are also watching the meeting. You should see the meeting video stream through Zoom, see the staff presentation slides, and hear people talking.
- We will be muting participants except during public input, when they will be recognized to speak after raising their hand (see the next bullet point). **Video will remain off for all** members of the public, even while they are speaking.
- Per council rules you must identify yourself to provide public input with your first and last name\*. During Public Input, if you wish to speak, please “Raise your hand” using the option as shown in the Participant window (if using the Phone App, this option is shown by touching your

name). When called on by the chair or host, you will be un-muted and you should state your name for the record per city code\*.

- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

*Providing Public Input by phone:*

- Please turn-off the sound from watching the meeting on the TV or streaming service, as there will be a lag in the audio. Join by calling the phone number shown in the agenda.
- Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is listed on the agenda.
- All callers are muted by default.
- If you wish to speak, please “Raise your hand” **by pressing \*9 once** - this toggles the raise/lower hand option. When called on by the chair or host by your phone number, you will be un-muted and you should state your name for the record per city code\*. When you are done, the host will “lower your hand” and mute you - there is no need to press any more buttons.

As a reminder, public input can be received and is encouraged before the meeting via email as listed above. The video recording will be available on UPTV’s YouTube channel and via the Meetings Calendar on the city’s website, usually by the following day at noon.

This is a work in progress, a learning situation for all involved, so we ask for your patience as we move forward. We are unable to provide computer and technical assistance and will move forward during the meeting as necessary. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

<https://www.groovehq.com/blog/zoom-tips-and-tricks>

<https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks>