

**REGULAR BOARD MEETING
VILLAGE OF TEUTOPOLIS
MARCH 18, 2020**

The regular meeting of the President and Board of Trustees of the Village of Teutopolis, Effingham County, State of Illinois, was held in the Village Hall of said Village March 18, 2020 at 7:00 p.m.

Due to the Covid-19 virus the President made changes to the way the meeting was conducted. (See the attached information per the Governor's orders). Only Hess, Mette, Oseland, Tegeler and Esker will attend the meeting in person. Zerrusen, Summers, and Hartke will be on speaker phone. The Clerk will not attend. Business will be addressed as quickly as possible. The press is invited if they so choose. The public is invited if they call in to the hall or the president before the meeting starts. They will be asked to remain outside and when the time comes for individual to address the board they will be called into the meeting.

The President called the meeting to order and upon roll call the following trustees were present:

Daniel Zerrusen-----yes (phone)	Bernard Hartke-----yes (phone)
John Mette-----yes	Greg Oseland-----yes
Jane Summers-----no	David Tegeler-----yes

It was moved by Greg Oseland, seconded by John Mette and carried that the minutes of the last meeting be approved as presented.

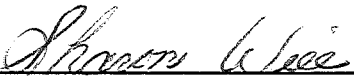
It was moved by Greg Oseland, seconded by John Mette and carried that the treasurer's report be accepted and placed on file.

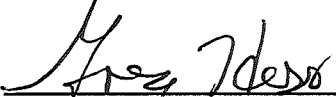
It was moved by Greg Oseland, seconded by John Mette and carried that the board report be approved and the March bills paid.

Greg Oseland introduced Ordinance No. 937, An Ordinance authorizing the release of Reservation of Reverter for Lot 46 in Prairie View Subdivision. A motion was made by John Mette, seconded by David Tegeler to pass Ordinance No. 937. By roll call vote – 5 yes, 0 nays, 1 absent, motion carried.

In other action, board members approved a Resolution closing Rt. 40 for the Knights of Columbus parade, agreed to move forward with asbestos inspection at the village hall and authorized the president to sign the contract, agreed to proceed with the vacating of Green Street and tabled discussion on water and sewer rates.

It was moved by John Mette, seconded by Greg Oseland and carried to adjourn the meeting


Sharon Will, Village Clerk


Greg Hess, Village President

Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act during the COVID-19 Pandemic

As public bodies across the State are taking action to curb the spread of COVID-19, this document is intended to serve as guidance from the Public Access Counselor (“PAC”) based on the current status of the law and, where applicable, the Governor’s Executive Orders issued as a result of the COVID-19 pandemic. As the situation is rapidly evolving, the PAC will update this guidance as necessary. If you have questions about the Open Meetings Act and/or the Freedom of Information Act, please contact the PAC at the following number: 1-877-299-3642 or by email at publicaccess@atg.state.il.us.

The Open Meetings Act

Of the many ways governments are responding to the COVID-19 pandemic, public bodies are addressing the important responsibility to limit circumstances that might allow for the spread of the COVID-19 virus while fulfilling their obligation to comply with the transparency and openness requirements of the Open Meetings Act (“OMA”).

The Governor’s Executive Order 2020-07, issued on March 16, 2020, suspends the Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor’s Order: (1) suspends the requirement in Section 2.01 that “members of a public body must be physically present;” and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation, which is 30 days from its issuance on March 9, 2020.

Postponing or Cancellation of Public Meetings

Public bodies may choose to postpone or cancel public meetings. The Executive Order 2020-07 encourages public bodies to postpone public business when possible. Where a public body does not have critical issues that must be addressed because time is of the essence, cancelling or postponing public meetings may be prudent during the COVID-19 outbreak, rather than holding meetings that could pose a risk of danger to the public. If a public body chooses to cancel a meeting after it has already posted the notice and agenda in accordance with the OMA’s 48-hours’ notice requirement, the public body shall place the cancellation notice on its website, at the principal office of the public body, and at the meeting location.

PAC is often asked whether cancelling a meeting or changing a meeting date requires 10 days’ notice of the change by publication in a newspaper. The answer is no; this requirement applies only to a change in the **schedule of regular meetings**, for example, changing the regular meeting

dates from Mondays to Thursdays. This specific notice and publication requirement does not apply to cancelling a single meeting.

Requirement for a Physical Presence Quorum for Members of a Public Body

OMA requires that a quorum of members of the public body be physically present at the meeting location and allows for limited circumstances in which remote access is acceptable. Executive Order 2020-07 suspends the in-person presence requirements and eliminates the limitation on remote access. If a meeting is necessary, public bodies are encouraged to utilize remote access as allowed by the Executive Order.

Open and Convenient Meetings

OMA requires public meetings to be “open and convenient” for members of the public. To that end, OMA sets forth several transparency requirements that may pose challenges for holding public meetings during this public health emergency. Public gatherings can hasten the spread of COVID-19 throughout communities. In addition, members of a public body and their staffs may become exposed or infected with COVID-19, which could require quarantine or isolation. To that end, Executive Order 2020-07 prohibits all public and private gatherings of 50 or more people beginning on March 18, 2020. With this directive, public bodies are encouraged to cancel any public meetings in which they expect more than 50 people to attend.

For a public body that determines it must hold a meeting during the COVID-19 pandemic, the Executive Order 2020-07 suspends the in-person attendance requirement for members of the public body and allows for remote participation. If a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to maintain openness and transparency to members of the public. Public bodies determining whether to hold meetings at this time should exercise good judgment and discretion and utilize the availability of remote participation to help curb the spread of COVID-19. If a public body determines it must hold a public meeting, consider the following actions to recognize and address the serious public health issues involved with COVID-19:

- Hold your public meeting in a larger room than normal. For example, instead of a conference room, hold a meeting in an auditorium, a gymnasium, or other large space in order to facilitate social distancing.
- You may consider having a separate room for the public that is video or audio linked to the room where the public body is meeting. This arrangement can promote social distancing by utilizing large rooms while still allowing for open meetings.

- You may consider recording the entire meeting, open portions as well as any closed sessions. Post the open session recording on your public body's website as soon after the meeting as is practical.
- Be sure to clearly mark a location of a meeting in the notice and posting required under OMA. It is encouraged to place additional signage in the area of a public meeting so the public is aware of where a meeting is being held, especially if meetings are being held in places where staffing is minimal and there may be limited personnel to assist the public in locating a public meeting.

Public Comment

OMA requires public bodies to allow for public comment. The public may not be able to attend an open meeting because of compliance with quarantine or isolation orders or general efforts to remain at home during the pandemic. Public bodies are urged to provide remote access to members of the public and to update their websites and social media with the goal of openness and transparency during this time. Further, public bodies should consider taking public comment by email or written submission and reading those public comments at the public meeting. If members of the public attend meetings in-person, social distancing is essential as outlined above. In addition, during public comment periods, have commenters approach a microphone one at a time instead of gathering in close proximity.

If public bodies are convening via electronic means, such as by conference call or by web-assisted meetings, the public body should ensure that the public has a means to both observe and comment during these meetings. This can be achieved by sharing conference call or other log-in information in the notice of the public meeting.

Public bodies may consider using resources that provide free conference call-in lines or other virtual meeting programs to host their meetings during the COVID-19 pandemic. If using a web-based conference call service, public bodies should thoroughly review all terms and conditions of use, including any provisions related to data collection and users' privacy.