

**RESOLUTION NO. 2018-07-028R**

**A RESOLUTION REGARDING THE RELEASE OF CERTAIN CLOSED SESSION MEETING MINUTES AND APPROVING THE DESTRUCTION OF CERTAIN VERBATIM RECORDS OF CLOSED SESSION MEETINGS**

**(For the period ending June 30, 2018)**

**WHEREAS**, Section 2 of the Open Meetings Act (the “Act”), 5 ILCS 120/2, authorizes public bodies to hold closed session meetings to consider those subjects listed in such Section; and

**WHEREAS**, the City Council heretofore has met from time to time in closed session for purposes authorized by the Act; and

**WHEREAS**, the City Clerk has kept written minutes of all such closed session meetings, as required by the Act; and

**WHEREAS**, Subsection (d) of Section 2.06 of the Act, 5 ILCS 120/2.06(d), requires each public body to conduct a semi-annual review of all closed session meeting minutes not previously released to the public to determine whether the need for confidentiality still exists as to all or part of those minutes; and

**WHEREAS**, pursuant to said subsection, the City Council has met in closed session to review all previously unreleased closed session meeting minutes; and

**WHEREAS**, the City Council has determined that all or part of the closed session meeting minutes listed in Schedule A of this Resolution no longer require confidentiality to protect the public interest or the privacy of any individuals; and

**WHEREAS**, the City Council further has determined that the need for confidentiality still exists as to the minutes from those closed session meetings set forth in Schedule B of this Resolution; and

**WHEREAS**, Section 2.06 of the Act, 5 ILCS 120/2.06, requires all public bodies to keep verbatim records of all closed session meetings in the form of audio or video recordings; and

**WHEREAS**, the City Clerk has kept such records as required by the Act; and

**WHEREAS**, Subsection (c) of Section 2.06 of the Act, 5 ILCS 120/2.06(c), authorizes a public body to destroy such verbatim records without notification to or the approval of a local records commission or the State Archivist no less than 18 months after the completion of the meeting recorded, but only after the public body approves the destruction of a particular recording and approves written minutes of the closed meeting; and

**WHEREAS**, no less than 18 months have passed after the completion of the closed session meetings listed in Schedule C of this Resolution; and

**WHEREAS**, the City Council heretofore has approved the written minutes of such meetings; and

**WHEREAS**, the City Council has determined that the verbatim records of the closed session meetings listed in Schedule C of this Resolution no longer need to be retained and are authorized for destruction.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1.**

The closed session minutes, or portions thereof, from those meetings set forth in Schedule A, attached hereto and hereby incorporated by reference, are hereby released.

**Section 2.**

Upon approval of this Resolution, the City Clerk is directed to post such minutes on the City of Urbana's website and to make such minutes available for public inspection, in accordance with the City Clerk's standard procedures and the governing regulations in the Open Meetings Act. Further,

the City Clerk is directed to maintain the confidentiality of the closed session meeting minutes set forth in Schedule B, attached hereto and hereby incorporated by reference.

**Section 3.**

The verbatim records of the closed session meetings set forth in Schedule C, attached hereto and hereby incorporated by reference, are hereby approved for destruction.


**Section 4.**

Upon approval of this Resolution, the City Clerk is directed to destroy such records in accordance with the City Clerk's standard procedures.

**PASSED BY THE CITY COUNCIL** this 9<sup>th</sup> day of July, 2018.

  
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Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this 11<sup>th</sup> day of July, 2018.

  
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Diane Wolfe Marlin, Mayor  
Dennis Roberts, Mayor Pro-tem

**EXAMINED and APPROVED**

  
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Corporate Counsel

### Schedule A

#### Closed Session Minutes Recommended for Release

1/22/2018	Special Meeting	Review of Closed Minutes	5 ILCS 120/2(c)(21)
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### Schedule B

#### Closed Minutes not Eligible for Release Due to a Need for Confidentiality as of July 1, 2018

8/22/2005	City Council	Appointment/Employment	5 ILCS 120/2(c)(1)
5/8/2006	COW	Collective Bargaining	5 ILCS 120/2(c)(2)
5/22/2006	Special Meeting	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
7/10/2006	COW	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
8/2/2006	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
8/14/2006	COW	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
8/21/2006	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
9/18/2006	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
10/23/2006	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
11/6/2006	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
12/20/2006	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
4/16/2007	City Council	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
5/7/2007	City Council	Appointment/Employment	5 ILCS 120/2(c)(1)
6/11/2007	Special Meeting	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
7/9/2007	Special Meeting	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
8/13/2007	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)
5/28/2008	Special Meeting	Appointment/Employment	5 ILCS 120/2(c)(1)
12/15/2008	City Council	Property Acquisition Issues, A	5 ILCS 120/2(c)(5)
2/1/2010	City Council	Pending Litigation issues	5 ILCS 120/2(c)(11)
4/5/2010	City Council	Collective Bargaining issues	5 ILCS 120/2(c)(2)
5/24/2010	COW	Collective Bargaining issues	5 ILCS 120/2(c)(2)
9/27/2010	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
5/23/2011	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
6/13/2011	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
9/6/2011	City Council	Collective Bargaining issues	5 ILCS 120/2(c)(2)
10/24/2011	City Council	Collective Bargaining issues	5 ILCS 120/2(c)(2)
11/7/2011	City Council	Collective Bargaining issues	5 ILCS 120/2(c)(2)
4/2/2012	City Council	Property Acquisition Issues	5 ILCS 120/2(c)(5)
7/2/2012	City Council	Pending Litigation	5 ILCS 120/2(c)(11)
9/17/2012	City Council	Property Acquisition Issues, B	5 ILCS 120/2(c)(5)
1/28/2013	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
3/25/2013	COW	Property Acquisition Issues	5 ILCS 120/2(c)(5)
5/13/2013	Special Meeting	Security Procedures	5 ILCS 120/2(c)(8)
5/28/2013	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
6/17/2013	City Council	Appointment/Employment	5 ILCS 120/2(c)(1)
7/8/2013	Special Meeting	Appointment/Employment	5 ILCS 120/2(c)(1)
9/16/2013	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
1/13/2014	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
4/22/2014	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)

6/2/2014	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)
7/21/2014	City Council	Pending Litigation issues	5 ILCS 120/2(c)(11)
9/22/2014	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
12/1/2014	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
12/15/2014	City Council	Pending Litigation issues	5 ILCS 120/2(c)(11)
5/4/2015	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)
2/22/2016	City Council	Property Acquisition Issues	5 ILCS 120/2(c)(5)
9/26/2016	Special Meeting	Imminent Litigation	5 ILCS 120/2(c)(11)
10/24/2016	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)
3/27/2017	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)
4/10/2017	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
5/22/2017	Special Meeting	Security Procedures	5 ILCS 120/2(c)(8)
7/10/2017	City Council	Sale of Property	5 ILCS 120/2(c)(6)
8/28/2017	Special Meeting	Collective Bargaining issues	5 ILCS 120/2(c)(2)
1/16/2018	City Council	Property Sale	5 ILCS 120/2(c)(6)
1/22/2018	City Council Special	Collective Bargaining Issues	5 ILCS 120/2(c)(2)
6/26/2018*	COW	Review of Closed Minutes	5 ILCS 120/2(c)(21)

### Schedule C

#### Verbatim Records of Closed Session Meetings Recommended for Destruction

5/4/2015	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)
9/26/2016	Special Meeting	Imminent Litigation	5 ILCS 120/2(c)(11)
10/24/2016	Special Meeting	Pending Litigation issues	5 ILCS 120/2(c)(11)

\*Minutes have not yet been reviewed by City Council