**THIS MEETING MAY BE MONITORED BY FOLLOWING THE INSTRUCTIONS**

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**LEBANON CITY COUNCIL**

**SPECIAL MEETING AGENDA**

**December 18, 2023 @ 6:30 p.m.**

**Call to order by Mayor**

**Roll Call**

**Pledge of Allegiance**

**Approve agenda**

**New Business**

**1. Discussion and possible approval to amend the employment manual concerning**

 **Personal Time Off.**

**Motion for Adjournment**

**INSTRUCTIONS ON HOW TO MONITOR THE CITY OF LEBANON’S MEETINGS**

BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content.

The City reserves the right to broadcast or re-broadcast the content of this meeting at the City’s sole discretion.

The city is not responsible for the content, video quality, or audio quality of any City meeting broadcast

or re-broadcast.

Directions for Public Monitoring of the City of Lebanon meetings:

* The City of Lebanon is providing the following phone number for use by citizens to call in just before the start of a meeting: **618-702-9299**
* Once connected, you will be prompted to enter Conference ID #: **4976**
* This will allow a member of the public to hear the city council meeting.
* Note: This is for audio monitoring of the meeting, only. Anyone dialing in will not be able make comments.
* Anyone wishing to address the city council on any subject during the Audience participation portion of the meeting may submit their questions/comments in advance via email clerk@lebanonil.org or by calling 618-537-4976 ext. 100. Any comments received prior to

3:00 PM on the day of the meeting will be read into the record.