



“...meeting community needs...enhancing quality of life.”

OFFICE OF THE MAYOR
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MEMORANDUM

To: Appleton Common Council and Members of the Public
From: Mayor Jake Woodford
cc: Emergency Operations Center Staff
Date: June 25, 2020
Re: Providing a Safe Environment for City of Appleton Common Council and Committee Meetings

City of Appleton staff members continue to work toward providing a safe and effective means to deliver critical City services while limiting possible exposures during the COVID-19 health emergency. This includes the ability to safely conduct Common Council, Committee, and Board meetings.

While in-person participation during Council meetings has been the regular practice prior to COVID-19, the City is strongly encouraging and making available other, safer, means of participation for the public. As always, members of the public can provide input directly to Council members via phone or email prior to meetings. Additionally, the City has made available an option to participate virtually through a video link during live Council meetings.

Members of the public who wish to contribute virtually during live Council meetings must call to register with the City Clerk's office by 3:00 p.m. on the day before the meeting. Remote public participation will be limited to City residents or those directly affiliated with agenda items and related projects. Public participation is limited to items appearing on the Council agenda, and individuals should be prepared to provide the item number to the Clerk's office upon registration along with their name, address, phone number, and email

address. Those registered for the meeting will be emailed a link the day of the meeting and allowed five (5) minutes to speak in the order in which they are registered. Once input has been received, participants will be asked to leave the virtual meeting and then have the option to view the live stream available on the City's website.

For Committee and Board meeting participation, those wishing to contribute on agenda items are encouraged to contact Committee or Board members ahead of the meeting. Regarding input for public hearings, anyone interested in providing input should contact their City representative or a City staff member directly (as noted on the public hearing notice) or contribute their input in-person during scheduled public hearings on the agenda.

For observation, Council meetings are broadcast via live stream through the City of Appleton website http://cityofappleton.granicus.com/ViewPublisher.php?view_id=4 and recorded meetings can be found at <https://cityofappleton.legistar.com/Calendar.aspx>.

Please note that a video system upgrade is underway in Council Chambers, so streaming is limited to audio at this time.

If a member of the public needs to attend a meeting in-person, the following expectations and procedures will be in place:

- Members of the public should bring their own mask.
- Masks must be worn when attendees are unable to maintain social distancing.
- When arriving at City Hall, or the location of the meeting, attendees need to maintain a minimum 6-foot distance from others at all times.
- Attendees should arrive in the first floor lobby of City Hall to utilize the elevators. Do not access the elevators from the second floor.
- At the elevator entrance there will be a sign reminding attendees to wear masks while riding the elevator or when social distancing cannot be maintained. Masks will be put on before entering the elevator car. There will be a three (3) person maximum in an elevator at any given time. If a member of the public arrives and chooses not to wear a mask, they must ride the elevator as a single passenger (except members of the same household).
- Council Chamber seating will be set up in a manner to meet the 6-foot distancing between attendees. There will be limited seating in Council Chambers for public participation (14 maximum).

- If Council Chamber capacity is met, there will be an overflow area located on the first floor of City Hall for attendees who wish to participate through a virtual video connection.
- Disinfectant wipes and hand sanitizer will be located throughout common areas. Signs will be posted reminding attendees to sanitize hands and disinfect objects (i.e. microphones) before and after touching them.
- When leaving a meeting, social distancing and elevator capacity must be maintained.
- Reminders:
 - Minimize what you touch (hand rails, walls, door handles, elevator buttons, etc.).
 - Sanitize or wash your hands after touching objects.
 - To push a button, use another object or a knuckle.
 - Don't touch your face.
 - Cover all coughs and sneezes, directing the cough or sneeze into your arm, not your hand.
- Additional Reminders:
 - Council meetings are broadcast live, so the community can observe the meeting while maintaining safety during the ongoing health emergency.
 - From the www.Appleton.org home page, in the lower right quadrant, click on "Agendas and Meeting Videos," and you will be taken to the web link for the video system. Be sure to select the tab for "Live Video."
 - http://cityofappleton.granicus.com/ViewPublisher.php?view_id=4
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