

74-20

AN ORDINANCE TO TEMPORARILY AMEND COUNCIL RULES PERTAINING TO PUBLIC COMMENT AND APPEARANCES AT COUNCIL, BOARD AND COMMISSION MEETINGS IN RESPONSE TO THE COVID-19 CORONAVIRUS.

Whereas, a novel strain of the coronavirus, named COVID-19 has spread throughout numerous countries including the United States; and

Whereas, the United States Department of Health and Human Services has declared a Public Health Emergency; and

Whereas, the City of Appleton in cooperation with the local, state and federal governmental entities desires to take action to prevent exposure to and spread of the COVID-19 coronavirus and has directed staff to bring forward temporary changes to current rules governing public meetings contained in the Municipal Code as well as the Rules of Council maximize social distancing during this period.

Whereas, on or about April 1, 2020 the Common Council adopted Ordinance 71-20 temporarily amending Council Rules as well as various meetings; and

Whereas, it is now necessary to repeal Ordinance 71-20 in order to implement modified rules. Subcommittees of the Common Council will meet in the Council Chambers at designated times, to conduct their regular business, as determined necessary by the Mayor, Committee Chair and Department Directors over which the particular committee has jurisdiction. In-person public comment may be permitted at committee meetings provided appropriate social distancing and other safeguards related to COVID-19 may be observed. The public will be reminded and encouraged to share any public comment by email to the particular committee chair, committee members or the City Clerk in lieu of attending in person.

The Common Council of the City of Appleton does ordain as follows:

Notwithstanding any provision contained within the City of Appleton Municipal Code or Council Rules, in response to COVID-19 Coronavirus, the Council adopts the following rules and procedures:

Common Council Subcommittees will meet in the Council Chambers to conduct their regular business as determined necessary by the Mayor, Committee Chair and Department Directors. Boards, Commission, Task Force, and similar meetings will be scheduled in due course as determined by the Mayor in consultation with the respective Chair, based upon business needs and availability of adequate facilities.

Public Comment Period at Council Meetings, Board and Commission Meetings remains suspended subject to the Mayor's discretion.

In-person statements or comments are permitted for Public Hearings and other agenda items where public participation is mandated by Statute, Rule or Order. Alternatively, it is strongly encouraged that such statements or comments be sent via mail addressed to the Mayor, placed in the City Hall dropbox, or sent by email prior to the Council Meeting to mayor@appleton.org; written comments for Public Hearings will be distributed to the Council and made part of the public record of the meeting.

All public meetings which are conducted under these rules will be made available on www.appleton.org and may be viewed as a live stream or recording at a later date.

Persons requiring other reasonable accommodations may contact the office of the Mayor at mayor@appleton.org or phone 920-832-6400.

Staff shall work with members of the Council, Boards and Commissions during this period to facilitate appearance by telephone, video or other means when necessary consistent with the following:

- o Members must contact the staff liaison (or Mayor) to inform the staff liaison of the need for remote participation in a meeting as soon as practicable to assure that remote participation may be facilitated.
- o Except for Council members, if a quorum of members will be physically present, no remote participation will be permitted.
- o Any Council member requesting to participate remotely will be accommodated regardless of whether a quorum is physically or otherwise remotely present at the meeting.
- o Members participating remotely must be audible through clear telephone line or computer connections. If a connection is not clear or causes disruption of the meeting, the connection may be terminated. If a connection is terminated and this causes the loss of a quorum, the meeting shall be adjourned and rescheduled to another date to permit consideration by a quorum.
- o All votes shall require a roll call or similar vote
- o Each person speaking must introduce themselves to provide clarity to those listening as to who is speaking

All provisions of the City Ordinances, Council Rules and Commission General Rules of Order not specifically altered by these temporary rules shall remain in effect.

Section 2: This ordinance shall be in full force and effect immediately.

Dated: May 20, 2020

Jacob A. Woodford, Mayor

Kami Lynch, City Clerk

Publication Notice

Please take notice that the City of Appleton enacted ordinance 74-20 TEMPORARILY AMEND COUNCIL RULES PERTAINING TO PUBLIC COMMENT AND APPEARANCES AT COUNCIL, BOARD AND COMMISSION MEETINGS IN RESPONSE TO THE COVID-19 CORONAVIRUS. The ordinance modifies ordinances and council, board and commission rules pertaining to agenda items; public comment; as well as rules pertaining to appearances at council, board and commission meetings in response to the COVID-19 Coronavirus Public Health Emergency and extends for the period of emergency as determined by Council.

The full text of the ordinance may be obtained at the Office of the City Clerk, 100 N. Appleton Street, Appleton, WI 54911 and through the City's website at www.appleton.org.