



Guidelines for Returning to In-Person Public Meetings

**Dates in effect: June 1st – June 16th*

During the March 17th City Council Meeting Council voted to hold Council and Committee Meetings online due to COVID-19 for an undefined amount of time. Since that time, many things have happened in regards to State and County Orders. With the City of Waupaca now under the latest Waupaca County Public Health Department Order we are proposing to begin holding our City Council and City Committee Meetings in a physical meeting format within the City Council Chambers.

Within the proposal to move back to a physical meeting format we are recommending that precautions are taken to mitigate risk to City Council members, Committee members, staff members and any other meeting attendees. Below you will see our recommendations for conducting in-person meetings from June 1st through June 16th.

- During this time, all City Council and committee members will be sent an invite through Microsoft Teams and will have the option to join virtually if they have concerns with showing up in person.
- Social distancing measures will be strictly adhered to while in session. This will be obtained by using the entire Council Chambers to spread out our elected officials, appointed officials and city staff.
- Public input will continue to be encouraged by emailing publicinput@cityofwaupaca.org by 3:00 PM on the day of the meeting. All input must be accompanied by the first and last name of the person providing the input, the address of where they reside and the best way to contact them. Public input received through this email will not be read if all three of the aforementioned items are not included.
- In addition to the "public input" email, members of the public will be encouraged to call the City Clerk to inform the City that they plan to attend a specific meeting. Recognizing that social distancing may not be feasible when adding member's public into the Council Chambers, the City will set up chairs in Library Rooms A and B where people will be allowed to view the meeting on a display screen and give input at the appropriate time through a laptop set up for their use. All public meetings will continue to be broadcasted on 96.3FM and live through the City's Facebook page.

- Offsite committee meetings would have the opportunity to hold their meeting virtually or in Council Chambers during this time period.
- Members of the media will be given a designated spot in the Council Chambers that will comply with social distancing standards.
- City Hall will be locked during this time. The City will staff the main entrances until approximately 10 minutes after a City Council meeting starts and allow people into the appropriate area (Council Chambers or Public Viewing/Input Area).
- Any persons attending the meeting will be required to wear a mask while in the building. We encourage everyone to bring their own. If you are not able to bring your own disposable masks will be made available.

These guidelines are being proposed to meet the purpose of the Waupaca County Public Health Order which is in effect until June 15th. If supported, we will extend these guidelines at least through June 16th to cover our second City Council meeting for the month. These guidelines are also structured to meet all open meetings laws. Like all guidelines during this COVID-19 period, these are subject to change in the interest of public health or as the result of a change in state or county orders.

We thank you for your cooperation and flexibility throughout this time and as always, please feel free to contact me with any questions or concerns.

Sincerely,

Aaron Jenson, City Administrator
