



# City of Petoskey

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

## City Council Virtual Meetings General Information

### **Quick Highlights for Viewing and Participating in Virtual Meetings:**

- Meeting will be conducted via audio or video conferencing through Zoom platform
- Anyone wishing to give public comment will need to connect via audio or video and wait in a “virtual waiting room” where their microphones will be muted until they are called upon
- Meeting ID: Will be provided for each scheduled meeting
- Participant ID: Will be provided for each scheduled meeting (just type the number)

**City Council meetings and other City Board and Commission meetings will be conducted in-person with an option to participate remotely. Meetings will be held at City Hall Council Chambers and open to the public.**

Individuals with disabilities may participate in the meeting by connecting via audio or video by calling-in to the number as though they were going to be giving public comment as outlined below or by calling the TDD#.

### **Members of the City Council may be contacted via email as follows:**

Mayor John Murphy: [jmurphy@petoskey.us](mailto:jmurphy@petoskey.us) or 231-330-1352

First Ward Councilmember Tina DeMoore: [tdemoore@petoskey.us](mailto:tdemoore@petoskey.us) or 231-330-2253

Second Ward Councilmember Derek Shiels: [dshiels@petoskey.us](mailto:dshiels@petoskey.us) or 616-970-5382

Third Ward Councilmember Brian Wagner: [bwagner@petoskey.us](mailto:bwagner@petoskey.us) or 269-806-4566

Fourth Ward Councilmember Lindsey Walker: [lwalker@petoskey.us](mailto:lwalker@petoskey.us) or 231-881-4123

For individuals who may wish to give public comment, the method for providing public comment during these remote-participation meetings is to call the provided telephone number and/or login with Zoom link and enter the meeting ID and Participant ID. Instructions will be included in every official published agenda of the City Council and other Boards and Commissions.

Members of the public, whether or not they are joining the electronic public meeting, may submit written comments and questions regarding any matter, including items of business that will come before the City Council. Written comments and questions may be submitted at any time to City staff or City Council. Those submitted prior to 12:00 noon on the Thursday before the Monday meeting will be copied and included in the agenda packet. Those submitted subsequent to 12:00 noon on the Thursday before the Monday meeting, but prior to the citizen comments portion of the agenda will be read aloud during the public comment portion of the agenda. The City reserves the right to summarize long written comments and questions rather than reading them aloud but will provide City Council members the full text of these comments subsequent to the meeting. To be considered for inclusion in the agenda packet or to be read aloud during the meeting, public comments and questions must include the name and home address of the person submitting them and must not include language that would be considered vulgar or be interpreted as hate speech or fighting words. The comments and questions should also indicate the date of the public meeting for which they are being submitted. Public comments received collectively by City Council via email will be acknowledged as received, but will not be addressed and deliberated via email. Written comments and questions should be submitted to [citymanager@petoskey.us](mailto:citymanager@petoskey.us) or to City Council.

City Council will accept public comment in the order calls are received. The caller will be identified by the last four digits of their telephone number and asked if they would like to make a comment. If participating by calling in and would like to make a public comment, press \*9 during the meeting.

Meeting informational packet is available on the City of Petoskey's website at [www.petoskey.us](http://www.petoskey.us). The City of Petoskey does not discriminate on the basis of disability in the admission to, access to, treatment in, or employment in, its programs or activities. Persons with disabilities who require assistance in order to participate in the electronic public meeting should contact the City at the earliest opportunity by emailing [aterry@petoskey.us](mailto:aterry@petoskey.us) or by calling 231-347-2500.

**Effective January 1, 2022 this section is adopted pursuant to PA 228 of 2020.**

- All deliberations and decisions of a public body must be made at a meeting open to the public except for the limited purposes permitted in closed session under Michigan law.
- Members of the legislative (or other) City body may only participate in virtual remote public meetings if the member is absent due to military duty.
- Members attending remotely who are compliant with these procedures and with the Open Meetings Act are to be considered present and in attendance at the meeting for all purposes.
- Meetings to be held with some or all members participating remotely by electronic means shall be so noticed a minimum of 18 hours in advance of the meeting on City website in location immediately accessible to all members of the public.
- Each member of the legislative (or other) City body must consent to having their email address and/or phone number displayed on the City web site so that interested members of the public may communicate with them regarding agenda items to be covered at the meeting.
- Any member of the public may attend any electronic meeting by logging into Zoom or other live streaming platform and all members of the public shall be afforded ample opportunity to comment, verbally or in writing, during the meeting. Members of the public shall state or write their name and address in order to address the public body.
- A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

# Virtual Meeting Instructions

## **A. Virtual Meeting Overview**

1. If desired, other participants can listen and participate during Public Comments. For public participation, Zoom meeting sign up information will be included on City Council agenda. Information can be accessed through the City's website ([www.petoskey.us](http://www.petoskey.us)) under Government/City Council/Agendas and Minutes.
2. Agenda and meeting flow – City Council and staff will do their best to follow standard meeting agenda and protocols.
3. Zoom meeting details
  - a. Zoom meetings will be recorded and saved
  - b. Muted Audio default for all participants

## **B. Before the Start of the Meeting**

1. Zoom virtual meeting sign in will start 20 minutes before meeting start time.
2. Participants will be placed in a virtual waiting room until Host starts the meeting and admits participants into meeting.
3. Video/Audio Settings
  - a. Meeting attendees will have their video turned off so faces will not be seen.
  - b. The Host is the only person able to unmute meeting participants.
  - c. **Please note**... participants can mute themselves, however, they will NOT be able to unmute themselves. If you mute yourself in Zoom, use the Chat window to notify meeting Host you need to be unmuted.
4. Co-host Zoom role – If necessary the Mayor can designate a co-host.

## **C. Start of the Meeting**

1. Host will display the meeting agenda.
2. Mayor will start meeting and City Clerk will call roll followed by Pledge of Allegiance with City Hall flag displayed on screen.
3. Mayor will remind guests the meeting is being recorded, public participants have been muted and anyone interested in speaking during public comments can enter a "Raised Hand" through the Zoom platform or if by phone pressing \*9.
4. Host will track anyone who would like to speak during public comments.

## **D. Meeting Agenda**

1. Will follow standard meeting agenda procedures.
2. Councilmembers may make comments and ask questions during presentations. Public may comment at the appropriate time, but will remain muted until asked to speak.

## **E. Public Comments**

1. Mayor will announce public comment sections.
2. Mayor will ask Host to announce each person who wishes to speak.
3. Mayor will greet each person, ask them to state their first and last name, home address and limit comments to 3 minutes and that the meeting is recorded.
4. Host will unmute the person.
5. When comments have concluded, Host will mute participant.

NOTE: Steps 2-5 will be repeated until all public comments have been heard.

## **F. After the Meeting Adjourns**

1. Host will save audio and chat history and stop meeting recording.
2. Host will save meeting recording.