



MEMORANDUM

**DATE:** November 21, 2022  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Dave Perrault, City Administrator  
**SUBJECT:** Remote Meeting Discussion

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

**For Council Consideration**

The City Council should consider providing direction on remote meeting options going forward.

**Background**

The City Council will want to discuss if, and how, remote meetings will occur going forward. State Statue does provide the option for remote meetings via interactive technology, that statute can be found under Attachment A for reference. It should be noted that if the Council continues to allow for remote meetings, the option would be extended to all participants assuming the requirements are met. In short, meetings of public entities must meet these guidelines to meet remotely:

- All members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
- Members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
- At least one member of the body is physically present at the regular meeting location;
- All votes are conducted by roll call so each member's vote on each issue can be identified and recorded;
- Each location at which a member of the body is present is open and accessible to the public.

The two items that would have to be dealt with should remote meetings be allowed long-term is (1) having a staff member manage and monitor the Zoom platform, and (2) we may need to purchase an additional camera to assist in meeting the requirements for work sessions. That said, the staff manage/monitor aspect is not overly burdensome, and the camera likely wouldn't be too expensive, but both are in-addition to how we run meetings today.

**Budget Impact**

N/A

**Attachment**

Attachment A: State Statue 13D.02 Other Entity Meetings By Interactive Technology