



Common Council Chambers – City Hall Room 100
7325 W Forest Home Ave, Greenfield, Wisconsin

SPECIAL COMMON COUNCIL MEETING AGENDA

Tuesday, July 2, 2024 - 6:00 PM

- A. Call to Order & Roll Call
- B. New Business
 - 1. Ratify agreements with Milwaukee Fire, Milwaukee Police, and the Red Cross for parking emergency contingency trailers at Spring Mall and use of retail space.
 - 2. Consider/approve an ordinance re: virtual meetings.
- C. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

ORDINANCE NO. ____

AN ORDINANCE TO CREATE SUBSECTION 2.01(7) OF THE CODE OF ORDINANCES FOR THE CITY OF GREENFIELD PERTAINING TO VIRTUAL MEETINGS

The Common Council of the City of Greenfield do ordain as follows:

PART I. While in-person meetings shall remain the default rule, the Common Council acknowledges that exceptional circumstances may occasionally arise wherein an in-person meeting is not logistically possible, practicable, or advisable, but that the public business needs to be undertaken expeditiously.

PART II. Subsection 2.01(7) of the Code of Ordinances for the City of Greenfield be, and hereby is, created to read as follows:

“(7) *Virtual meetings.*

- (a) *Virtual meetings allowed.* In lieu of meeting in person at City Hall, the Mayor may make any City meeting, including, without limitation, any Common Council meeting, any committee, commission, or board meeting, and including any special meeting(s) thereof, a virtual meeting. Additionally, with respect to any committee, commission or board meeting, the chair of such body may make any meeting of such body a virtual meeting. Virtual meetings may also take place upon a majority vote of the body itself during a meeting in advance of the proposed virtual meeting date. Virtual meetings shall only be utilized due to special circumstances; in-person meetings shall remain the norm for all public bodies.
- (b) *General requirements.* A virtual meeting shall be conducted by videoconference software or by other means of two-way communication so as to provide maximum participation and interaction by the body’s members and also maximum real-time observation and (as appropriate) participation by the public. Virtual meetings must comply with all posting and accessibility requirements of Wisconsin’s open meetings laws. Whenever technologically feasible, virtual meetings shall be recorded and the recordings maintained as a public record. Minutes shall also be taken and maintained for any virtual meeting.
- (c) *Virtual meeting notices.* All notices of a virtual meeting shall make clear that the meeting will be held virtually and shall include the complete URL(s), telephone number(s), access code(s), software link(s), password(s) and/or any other information necessary for meeting participants and members of the public to access the virtual meeting. Such notices shall also include language that if any person is unable to participate or observe the meeting virtually, such person shall contact the City Clerk as soon as possible so that a reasonable accommodation can attempt to be arranged, which may include broadcasting the virtual meeting at a location in the City Hall.
- (d) *Technological requirements.* All members of the body shall have the capability to hear and, for videoconferencing, see one another during the conduct of the virtual meeting, and to hear or read all discussion, comment, documentation, and testimony in a manner designed to provide greatest amount of openness and participation. Members of the public shall be able to hear and, for videoconferencing, see all discussion, testimony, and votes during a virtual meeting, in a manner designed to provide maximum notice and openness. For any virtual meeting or virtual hearing involving public commentary or input, a method shall be utilized to assure that such comment or input is received in a timely manner by the members of the body.
- (e) *Quorums and voting.* Virtual meeting attendance by members of the body shall be considered the same as physical presence at the meeting for purposes of counting

toward quorum and the ability to cast a vote at the meeting. All votes shall be recorded via a roll call during a virtual meeting. Members are responsible to ensure that their technology is in proper functioning order prior to a virtual meeting. No action taken during a virtual meeting shall be invalidated on the grounds that the loss or poor quality of a member's individual connection prevented him or her from participating in the meeting. Whenever possible, members are strongly encouraged to always have their cameras during virtual meetings or remote participation so that the public experience is as close to that of an in-person meeting as possible.

- (f) *Closed sessions.* Virtual meetings shall only include closed sessions in extraordinary circumstances. The person operating the virtual meeting including a closed session shall ensure that the virtual closed session is truly private and that only closed session participants are allowed to access or observe the closed session. Participants in a virtual closed session shall ensure that they are in a private location where other persons cannot see, hear, or participate in the closed session. Participants shall further ensure that all documents received and reviewed, and any notes created prior to or during the closed session, remain private and are not disclosed to other persons not in the closed session. The Clerk shall include these warnings in the notice for a virtual meeting with a closed session. If a virtual meeting closed session will reconvene into open session, a mechanism must be put in place, and notice thereof given to the public, such that the public can observe the open session portion(s) of the virtual meeting including a closed session, which may include a separate link and/or a specific time(s) when the virtual meeting will be available for public observation. Virtual closed sessions shall comply with all requirements of Wisconsin's open meetings laws.
- (g) *Remote participation during in-person meeting.* A member may participate remotely in an in-person meeting only where circumstances make in-person attendance by the member unreasonably difficult (e.g., travel, sickness, weather conditions, etc.) and only when the member's remote participation can be facilitated such that the remote member and the in-person members and the public can fully observe each other. In such situations, the reason for remote participation should be stated, and made part of the minutes, as part of the meeting's call to order. Any member participating remotely shall notify the Mayor or chair no later than two (2) hours prior to the meeting. Due to the technological difficulties inherent in hybrid virtual/in-person meetings, remote participation by members is strongly discouraged."

PART III. This ordinance shall take effect and be in force from and after its passage and publication, and the map attached hereto shall thereafter be the City's official Aldermanic District and Ward Map.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the ____ day of _____, 2024.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

Published: