


MEMORANDUM**TO:** Elkins Common CouncilR.C. Chenoweth
M.D. Cuonzo
C.H. Friddle, III
J.A. Guye
G.M. HinchmanC.C. Lowther
C.L. Metheny
D.C. Parker
L.H. Vest
K.L. Wilmoth**FROM:** Mayor Van T. Broughton **RE:** Committee and Council meetings**DATE:** September 10, 2020

As mayor I take my responsibility to the citizens, to city employees and to you very seriously. This includes protection of health and safety along with operation of a transparent government. I have continued to work with the administrative officers in evaluating our local pandemic-related health conditions and balancing that with our duty as elected officials. I am confident that we have made the right decisions so far and that we will continue to work hard to make good decisions moving forward.

Given your desire to return to in-person meetings and the recent technical difficulties we have encountered, I am taking action under the authority granted to me by the ongoing State of Emergency Order to order a return to in-person committee and council meetings with the following precautions:

- i. No person suffering from Covid-19 related symptoms, having tested positive for Covid-19 within fourteen days immediately prior to the meeting, or residing in a household with anyone who is suffering from COVID-19 related symptoms or having tested positive for COVID-19 will be permitted to attend.
- ii. Face coverings are to be worn by all meeting participants, members of the media, members of the public, and any other attendees. An exception will be made for those speaking and only while maintaining a six-foot distance from others or separation by a partition.
- iii. All committee and council meetings will be conducted in council chambers.
 - a. For committee meetings - committee members, the mayor and administrative officers shall be seated at the dais and supplemental table. All other attendees will be seated in the gallery.

- b. For council meetings - council members, the mayor and administrative officers shall be seated at the dais and supplemental table. All other attendees will be seated in the gallery.
- c. One representative of the Inter-Mountain shall be seated at the press table. All other members of the media will be seated in the gallery.
- iv. Public attendees who do not reside in the same household will be seated in the gallery and required to maintain a six-foot distance from each other. A maximum capacity of gallery attendees will be posted and enforced.
- v. Efforts will be made to broadcast the meetings virtually for members of the public who are unable or uncomfortable with attending in-person.

These actions will take immediate effect and include the following committee meetings scheduled next week;

Public Safety – Monday, September 14 @ 10:00 a.m.
Personnel – Monday, September 14 @ 1:00 p.m.
Finance – Tuesday, September 15 @ 3:00 p.m.
Municipal Properties – Wednesday, September 16 @ 9:00 a.m.

The council meeting scheduled for Thursday, September 17, 2020 will be postponed to Thursday, September 24, 2020 to allow time for the receipt and installation of protective plexiglass barriers in council chambers. At this meeting of council, I will ask for adoption of a resolution in support of these guidelines.

Thank you all for your patience and flexibility during this unprecedented time. We have to remember that we are all in this together and only by working together will we succeed.

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cc: Administrative Officers
City Clerk J. Sutton
City Treasurer T. Judy
Fire Chief T. Meader
Police Chief T. Bennett
Operations Manager R. Pingley

City Attorney G. Roberts