

City of Onaway – Zoom Meeting Instructions

The City of Onaway Commission will be conducting a re-scheduled meeting **on January 4, 2021 at 5:30pm**. To meet guidelines established by the Michigan Department of Health and Human Services aimed at stopping the spread of COVID-19, this will be an electronic meeting conducted via Zoom. Below are instructions for meeting attendance and public comment via Zoom:

1. Zoom functions best from a computer or tablet, but also can be used from a phone
2. All meeting participants can enter the virtual meeting room up to 15 minutes before the posted meeting start time
3. Audience members may be muted upon joining the meeting, with video turned off throughout, and will be able to “listen only” unless called upon to speak by the mayor during public comment
4. The meeting may be recorded to Zoom Cloud
5. According to the Attorney General, disruptive behavior is subject to criminal charges under MCL 752.797 and MCL 750.540. Disruptive behavior may result in being muted, being returned to the waiting room, or being removed from the meeting
6. Public Comments:
 - a. The Mayor will announce when we have reached the public comment portion of the meeting
 - b. An audience member wishing to speak will “raise his/her hand” by using that command on their Zoom screen (for cell phone users, *9 allows you to raise your hand: *6 toggles mute)
 - c. The Mayor will greet the audience member wishing to speak and request a name and address, if muted the City Manager will unmute the audience member wishing to speak
 - d. After a person has concluded his/her comments, the City Manager will return the person’s audio to mute if possible
 - e. Steps b-e will be repeated until public comment is complete
 - f. Audience members are asked to keep their public comment to three minutes or less

How the public can participant in the meeting:

1. Click on the virtual meeting link found below (no need to setup a FREE Zoom account):
<https://us02web.zoom.us/j/4259891153?pwd=Qmt0b1hNbG1PSzFFUx4oE5ObXBFQT09>
2. Enter the following meeting password: 600921
3. Or by phone – dial (312)626-6799 and enter webinar ID: 425 989 1153

Hearing impaired: Please dial Michigan relay services at 7-1-1 and provide the following number 10 minutes prior to the meeting: 989-733-8313

Please find the agenda attached

City of Onaway

The Sturgeon Capital

January 4, 2021 5:30P.M. ZOOM MEETING

Agenda

- I. **Call to order/Pledge of Allegiance**
Michigan Pledge of Allegiance (see below)
- II. **Approval of agenda (w/ changes if any)**
- III. **Approval of previous minutes**
- IV. **Public comment (limited to three minutes per person)**
- V. **Commissioner reports**
- VI. **Agenda items**
Old Business
 - A.
 - B.New Business
 - C. 2021 Commission/Board Appointments
 - D. 2021 Annual MDOT Resolution
 - E. November 2020 Finance Report
 - F. Liability Insurance RFP
 - G.
- VII. **Manager's report**
- VIII. **Invoice approval**
- VIII. **Adjourn**

"I pledge allegiance to the flag of Michigan, and to the state for which it stands, two beautiful peninsulas united by a bridge of steel, where equal opportunity and justice to all is our ideal."

Due to the guidelines established by the Michigan Department of Health and Human Services aimed at stopping the spread of COVID-19, media and the public wishing to attend this meeting must do so remotely via Zoom. Instructions on how to attend this meeting, and speak during public comment, via Zoom will be posted at the City's website, www.onawaymi.com.