



## MEMORANDUM

Date: August 23, 2022  
To: Water Utility Board  
From: Krishna Kumar, General Manager  
Subject: 2022 Board Meetings Format

## RECOMMENDATION

Discuss and decide whether to return to in-person Water Utility Board meetings or continue the current virtual format. This is a continuing item from the February 21, 2021, board meeting.

## SUMMARY

The City of Madison (City) has been working on how board, commission, and committee (BCC) meetings will continue as the situation with the pandemic improves. As of the 11/10/21 email from the Mayor's Office, City leadership had developed the following plan:

- **All BCC's will continue meeting virtually through the end of 2021** unless a body had affirmatively voted to change to in-person and received approval to do so from the Mayor and Common Council.
- **The Mayor's office has decided that each body will vote on what they want their default mode to be for 2022 – in person or virtual.** BCC's are instructed to add an agenda item to an upcoming meeting to discuss what is best for their group. Committee staff will then be able to move forward with reserving rooms or scheduling Zoom meetings.
- **Once a default method is established, the body should continue regularly meeting that way.** This will help avoid any misunderstandings from the public about how to attend meetings of that body. If a BCC needs to change their meeting method from their default method, they should update the location of that meeting occurrence in the Legistar calendar at least two weeks – preferably a month – in advance.
- **Once in-person meetings are allowed, they must be held in buildings open to the public.** At the moment, that includes the Madison Municipal Building (MMB), the first and second floors of the City-County Building (CCB), libraries, and possibly other city facilities.

**NOTE:** For in-person meetings, the City will continue to use the online registration form. Instructions from IT regarding this form are attached.

## FISCAL IMPACTS

None

## ATTACHMENTS

None