



# TOWN OF KNIGHTDALE WORK SESSION AGENDA

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950 Steeple Square Court, Knightdale, North Carolina 27545

**August 3, 2020**

**6:00 p.m.**

WELCOME by Mayor Roberson

ITEM I. ADOPTION OF AGENDA

ITEM II. DISCUSSION

A. [Review of Electronic Meeting Procedures](#)

Assistant Town Manager

B. Police Department Quarterly Briefing

Police Chief

C. Development Services Briefing

DS Director

ITEM III. ADJOURNMENT



# Town of Knightdale

## *Staff Report*

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Title: Review of Electronic Meeting Procedures

Staff: Suzanne Yeatts, Asst. Town Manager

Date: August 3, 2020

Asst. Town Manger Signature: SMY

Town Manager Signature: WRS

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### **BACKGROUND INFORMATION**

- COVID-19 has caused local governments to alter the way public business is conducted. Recent legislation provides specific guidance regarding remote meetings during a state of emergency declared by the Governor. The new provisions for remote public meetings became effective May 4, 2020 and are outlined in G.S. 166A-19.24.
- The Town implemented an Electronic Meeting Policy in May as a safe alternative to continue to conduct Town business after canceling three meetings during March and April 2020.

### **SUMMARY**

- As the Town continues to meet virtually, it is an appropriate time to review our current procedures for meeting electronically and determine if any changes are needed. Our current process is sufficient, however there may be enhancements that would provide additional avenues for public engagement. Any additions made would be above and beyond the statute requirements.
- Currently citizens can submit general public comments as well as public comments for public hearings in the following manner:
  - Written Comment Submission:
    - Cognito Form via the Town's website
    - Drop Box at Town Hall
    - Email to Town Clerk
  - Verbal Comment Submission:
    - Voicemail on Designated Telephone Line

### **RECOMMENDED ACTION**

- Discuss current Electronic Meeting Procedures regarding citizen engagement and direct staff to implement any changes deemed appropriate.