

**VILLAGE OF MIDDLEVILLE
BARRY COUNTY, MICHIGAN**

**NOTICE OF PUBLIC MEETING OF DOWNTOWN DEVELOPMENT AUTHORITY VIA ELECTRONIC MEANS IN
ACCORDANCE WITH EXECUTIVE ORDERS 2020-15 AND 2020-21**

PUBLIC NOTICE is hereby provided that, in order to comply with recommended guidance from the U.S. Centers for Disease Control and Prevention (CDC) and Executive Order 2020-15, issued by Governor Whitmer on March 18th, 2020, and Executive Order 2020-21, issued by Governor Whitmer on March 23rd, 2020, and in an effort to reduce the likelihood of spreading the Coronavirus (Covid-19), the Downtown Development Authority (“DDA”) will conduct an **April 14, 2020 at 9:00 a.m.** special meeting via electronic means using ZOOM online video conferencing.

The public may participate in the April 14, 2020 DDA special meeting electronically via the following website address: <https://zoom.us/j/308266643?pwd=Nzh3MDVnOWw1NnBrOVZ4K0xGTzZSZz09>

Detailed instructions for joining the video conference of the meeting and providing public comments via video conference are included below and in the Village’s website www.villageofmiddleville.org/calendar

Alternatively, to participate in the meeting by providing public comment, you can email your public comment to the following email address: lyken@villageofmiddleville.org. Emails received before 9:00 p.m. on April 14, 2020 at the above-listed address will be read aloud during public comment.

PUBLIC NOTICE IS FURTHER PROVIDED THAT, in order to comply with Sections 2 and 6 of Executive Order 2020-21, MEMBERS OF THE PUBLIC WILL NOT BE PERMITTED TO ATTEND THE MEETING AT THE VILLAGE HALL IN-PERSON.

Persons with disabilities may participate in the meeting and are asked to contact the DDA Office (via telephone (269) 241-1170 or via email to lyken@villageofmiddleville.org no later than April 13, 2020 at 3:00 p.m. to make arrangements for participation. In all other respects, the April 14, 2020 DDA special meeting will be held in accordance with Michigan’s Open Meetings Act and the Council rules of procedure, as those rules may be modified from time to time.

Email addresses for Village officials may be found online on the Village’s website at www.villageofmiddleville.org/village-staff/ or by emailing lyken@villageofmiddleville.org.

This notice was posted at the Village Hall on April 10, 2020 at approximately 12:00 p.m. and on the Village’s website www.villageofmiddleville.org/calendar on April 10, 2020 at approximately 12:00 p.m.

The DDA kindly request all participants follow the guideline to wait to speak until asked during the electronic meeting.

Thank you for your cooperation.

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-t o n e (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower-left corner of the Zoom screen:



Using the icons in the lower-left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

Meeting Information:

The Downtown Development Authority (DDA) is inviting you to a scheduled Zoom meeting.

Topic: DDA Special Zoom Meeting

Time: Apr 14, 2020 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://zoom.us/j/308266643?pwd=Nzh3MDVnOWw1NnBrOVZ4K0xGTzZSZz09>

Meeting ID: 308 266 643

Password: 442846

One tap mobile

+16465588656,,308266643#,,#442846# US (New York)

+13126266799,,308266643#,,#442846# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

Meeting ID: 308 266 643

Password: 442846