

**TOWN OF MEAD URBAN RENEWAL AUTHORITY
RESOLUTION NO. 02-URA-2020**

**A RESOLUTION DECLARING EMERGENCY PROCEDURES AND AUTHORIZING
ELECTRONIC MEETINGS AND REMOTE PARTICIPATION
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY
(2020)**

At the special meeting of the Board of Commissioners (“Board”) of the Town of Mead Urban Renewal Authority (“Authority”), held at 5:15 p.m., on July 13, 2020, at 441 Third Street, Mead, Colorado, it was moved to adopt the following Resolution:

WHEREAS, the Coronavirus Disease 2019 (“COVID-19”) is highly infectious and can cause upper respiratory infections that may be severe and are potentially fatal; and

WHEREAS, on March 21, 2020, the Mead Board of Trustees declared a local disaster emergency related to the imminent threat and widespread effects of the COVID-19 pandemic (“Emergency”) in line with the declarations from the United States Department of Public Health and Human Services, the State of Colorado, and the Weld County Department of Public Health and Environment; and

WHEREAS, COVID-19 significantly impairs the ability the Board to conduct in-person meetings with members of the public in attendance; and

WHEREAS, the Board desires to establish electronic meeting and remote participation guidelines to ensure the Authority can continue to conduct business during a declared emergency without endangering public health, and while retaining a maximum of transparency, openness, and public participation consistent with the Colorado Open Meetings Law; and

WHEREAS, the Board finds this Resolution to be in the best interest of the Authority, the residents within its boundaries, and the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board hereby authorizes Electronic Meetings and Remote Participation, as defined below, if the capacity for such meetings is available, subject to the requirements contained in this Resolution, until such time that the Emergency is lifted, or sooner as otherwise determined by the Board.
2. Electronic Meetings.
 - a. An “Electronic Meeting” shall include meetings that take place via telephone, video, or web-based conferencing means made available by staff.

- b. If the Board hosts an Electronic Meeting for a regular meeting (“Electronic Board Meeting”), the meeting must be consistent with the Colorado Open Meetings Law, and to the extent possible, allow:
 - i. All Board members and staff to see, hear, and communicate with each other;
 - ii. The public to hear and view, if the meeting is visible and the person has adequate technological connection, the meeting, public statements by Board members and staff, voting, and materials presented to the Board; and
 - iii. For oral public comment, and written public comment that can be visible to the public and Board as would be allowed by applicable policies, subject to the limitations of this Resolution and as determined by the Chairperson to preserve the orderly conduct of the meeting – provided written public comment shall be entered into the record but may be relied upon by any Board member.
 - iv. Board members shall not engage in any discussions of business unless such discussions are visible or audible to the public, except for executive sessions.
 - v. Executive sessions and study sessions may be conducted by Electronic Board Meetings if held in accordance with the Colorado Open Meetings Law. Public comment shall not be allowed during study sessions and confidentiality shall be maintained during executive sessions.
- c. Members of the public shall not be entitled, but may be permitted, to be present in the physical location where an Electronic Meeting is broadcast.
- d. The Authority shall continue to post notice of all Electronic Meetings pursuant to applicable laws.

3. Remote Participation

- a. All Board members shall be allowed to participate in Electronic Board Meetings by telephonic or video conferencing, or other electronic means as are made available by staff that allow for real-time participation and visibility by the public, as provided herein.
 - b. Staff shall arrange for a dial-in-number or other login information for members of the public to utilize in order to attend the Electronic Meetings. Applicable dial-in numbers or other login information shall be included on the agenda for the meeting or on the Town of Timnath website.
4. A quorum of the Board for attendance and voting purposes at Electronic Board Meetings shall be established by a combination of the attendance of a majority of the members of the

Board at the broadcast location and on the Electronic Meeting platform. Each Board member must be able to clearly hear and participate in any Electronic Board Meetings. If any Board member's ability to participate in an Electronic Board Meeting is disconnected or delayed, the Board may elect to proceed with the meeting provided a quorum remains present.

5. Except as noted below in this Section, the Board shall automatically suspend review and decisions related to quasi-judicial matters until such time that the Emergency is lifted. Applicants may submit a written request to the Authority to host a hearing on a quasi-judicial matter at an Electronic Meeting. Hearings on quasi-judicial matters shall only be held electronically if: (a) the applicant authorizes the Authority to conduct the hearing according to this Resolution and other necessary procedural guidelines; (b) accommodations are made for electronic participation by the public; and (c) the applicant waives all possible procedural and legal objections related to the Electronic Meeting setting.
6. All resolutions, contracts, and other instruments requiring physical signatures by Authority officials or staff may be executed electronically by email consent of the required signers thereof. Electronic consent shall be sufficient for the immediate effectiveness of the document. All parties dealing with the Authority in connection with any such instrument shall be entitled to rely upon the electronic approval in the same manner as if a physical signature had been affixed.
7. The Board hereby permits the use of Electronic Signatures to conduct the official business of the Authority in conformance with the Colorado Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 *et seq.*, and other applicable laws. To the extent that the Authority has utilized or accepted Electronic Signatures prior to the adoption of this Resolution, such as an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign a record, the Electronic Signatures are hereby ratified, approved, and accepted by the Board.
8. The Board hereby determines that this Resolution is necessary for the preservation of the public peace, health or safety. This Resolution shall take effect immediately upon adoption and shall remain in full force and effect until such time as the Board determines that the Emergency conditions necessitating its adoption no longer exist, including when State or local public officials no longer impose or recommend measures to promote social distancing and limitations on public events.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY ON THIS 13TH DAY OF JULY, 2020.

TOWN OF MEAD URBAN RENEWAL AUTHORITY



Colleen G. Whitlow, Chairperson

ATTEST



Mary E. Strutt, Clerk

