

**TOWN OF MEAD URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 01-URA-2023**

**A RESOLUTION OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY  
ADOPTING A REMOTE PARTICIPATION AND REMOTE MEETING POLICY**

**WHEREAS**, the Board of Commissioners (the “Board of Commissioners”) of the Town of Mead Urban Renewal Authority (the “Authority”), pursuant to the provisions of the Colorado Revised Statutes, has the power to pass resolutions and enter into contracts and agreements; and

**WHEREAS**, due to the COVID-19 pandemic and the health orders resulting therefrom, the Authority adopted Resolution No. 02-URA-2020 Declaring Emergency Procedures and Authorizing Electronic Meetings and Remote Participation for the Town of Mead Urban Renewal Authority (the “Emergency Meeting Policy”); and

**WHEREAS**, the Emergency Meeting Policy has allowed the Authority to conduct public business and hold meetings remotely through electronic means; and

**WHEREAS**, the Authority finds that remote and electronic meetings have generated broader public participation and attendance than only in-person meetings and that remote meetings or remote participation in certain circumstances should be allowed to continue; and

**WHEREAS**, the Town of Mead (the “Town”) adopted a Remote Participation and Remote Meeting Policy (the “Remote Meeting Policy”) on March 13, 2023, with Resolution No. 21-R-2023; and

**WHEREAS**, the Board of Commissioners is familiar with the Remote Meeting Policy and finds it to be in the best interest of the Authority, its residents, and the general public to adopt a substantially similar remote meeting policy, as modified to apply to the Authority.

**WHEREAS**, the Board of Commissioners further desires to terminate the Emergency Meeting Policy effective immediately upon the effective date of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Mead Urban Renewal Authority, Weld County, Colorado, that:

**Section 1. Adoption.** The Authority hereby adopts the MURA Remote Meeting Policy in the form attached to this resolution as **Exhibit 1**. The Emergency Meeting Policy (as defined above) shall be terminated upon the effective date of this resolution.

**Section 2. Effective Date.** This resolution shall become effective immediately upon adoption.

**Section 3. Repealer.** All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

**Section 4. Certification.** The Clerk shall certify the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.


**INTRODUCED, READ, PASSED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY, THIS 12TH DAY OF JUNE, 2023.**

**ATTEST:**

  
\_\_\_\_\_  
Mary E. Strutt, Clerk



**TOWN OF MEAD URBAN RENEWAL AUTHORITY**

  
\_\_\_\_\_  
Colleen G. Whitlow, Chairperson

**EXHIBIT A**

**MURA Remote Participation and Remote Meeting Policy**

## **AUTHORITY REMOTE PARTICIPATION AND REMOTE MEETING POLICY**

### **I. Purpose.**

The purpose of this Policy is to specify the circumstances under which members of the Board of Commissioners ("Board") of the Town of Mead Urban Renewal Authority ("Authority") may participate in regular or special meetings by telephone or other electronic means of participation, such as video-conferencing ("Remote Participation"), as well as situations where the meeting itself is held without the physical presence of any members of the Board, Authority staff, or the public at a designated meeting location (a "Remote Meeting"). This Policy replaces and supersedes the Authority's Emergency Procedures and Authorization for Electronic Meetings and Remote Participation adopted by Resolution No. 02-URA-2020 on July 13, 2020. This Policy also specifies the circumstances under which Authority staff and members of the public may participate via Remote Participation.

### **II. Procedure.**

A. Remote Participation and Remote Meetings - Authorization. Remote Participation and Remote Meetings are authorized if all of the following conditions are met:

1. The Board can hear one another and can hear or read all discussion, written documents, and testimony in a manner designed to provide for meaningful, substantive participation.
2. Members of the public have a reasonable opportunity to participate and observe the meeting proceedings to the extent practicable given the inherent limitations associated with Remote Participation.
3. Authority staff present at the meeting may hear or read all discussion, written documents, and testimony in a manner designed to provide for meaningful, substantive participation.
4. All votes on all agenda items are taken by roll call vote.
5. Minutes of the meeting are taken in the same manner as other meetings.

B. Remote Meetings. Remote Meetings may be conducted where the Chairperson determines that meeting in person is not practical or prudent, because of a declared emergency or disaster, public health order, or when a physical meeting is otherwise not possible or practicable. Details regarding Remote Meetings shall be coordinated among the

participating members of the Board and Authority Staff. The Clerk (or designee) shall make arrangements to ensure full and timely notice to the public. Notice of any Remote Meeting shall set forth the time of the meeting, the fact it will be conducted as a Remote Meeting, as well as access information for the public.

C. Remote Participation. Remote Participation shall be allowed at all regular and special meetings, subject to the following:

1. The Board member shall make best efforts to provide at least 24 hours advance notice to the Clerk to determine if such Remote Participation is feasible.
2. If a member of the Board is participating remotely and is disconnected, the Clerk or recording secretary shall make at least one attempt to reinitiate the remote connection.
3. Members of the Board participating remotely shall conduct themselves professionally, devoting their attention to the business at hand without substantial interruptions, distractions, or nuisance behavior.
4. Video conferencing shall be the preferred method for Remote Participation, with camera turned on, especially during Board comments and votes.
5. Remote Participation and voting on quasi-judicial matters pending before the Board shall be subject to the provisions of Section III of this Policy.
6. Remote Participation by the public may be allowed at all meetings of the Board, subject to available technology and staffing by the Authority. The Clerk has the authority to adopt best practices to ensure orderly participation by the public, including ensuring that only one (1) member of the public may speak at one time and that any inappropriate or profane public comment may be shut down in order to eliminate or substantially reduce any distractions or nuisance behavior.
7. Remote Participation is allowed for Board executive sessions. Any member of the Board participating in an executive session via Remote Participation shall take all steps necessary to ensure that the privacy and confidentiality of the executive session are maintained at the highest level.

D. Adjournment. The presiding chair may adjourn a Remote Meeting if conditions result in substantial interference in the meeting process; e.g., where the telephone or electronic connection is repeatedly lost, the quality of the connection is unduly noisy, or a

participating Board or Commission member is unable to hear other speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.

E. Discontinuation of Remote Participation. The presiding chair may discontinue the use of Remote Participation by one or more Board members or members of the public where the Remote Participation results in delays or interference in the meeting process; e.g., where the telephone, electronic, or other connection is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance. The meeting may proceed after the use of Remote Participation has been discontinued only if there is a quorum of the Board or physically present at the meeting location.

F. Quorum. Remote Participation by a Board member shall constitute actual attendance for purposes of establishing a quorum and conducting business if the procedures in this Policy are followed.

### **III. Applicability; Quasi-judicial hearings.**

This Policy applies to regular and special meetings and work sessions of the Board, including Remote Meetings, provided that the conduct of remote quasi-judicial hearings, including Remote Participation by a Board, shall be allowed only if all of the following conditions are met:

A. Authority staff shall advise the applicant(s) seeking approval or conditional approval of a quasi-judicial matter of Remote Participation by a Board member or a Remote Meeting, whichever is applicable, and present the applicant(s) with the applicable options for proceeding.

B. For Remote Meetings, the applicant(s) shall authorize the Authority to proceed with one of the following options:

- a. Conduct the public hearing under this Policy with accommodations made for Remote Participation; or
- b. Suspend the conduct or scheduling of the applicant's public hearing until such time as the Board conducts a regular or special meeting at which a quorum will be physically present at the meeting location.

C. For Remote Participation by individual Board member(s) in an in-person hearing, applicant(s) may consent to Remote Participation and waive any legal challenge to the

hearing being conducted by Remote Participation. If the applicant does not provide such consent in writing, the Board member(s) attending through Remote Participation shall not vote in the matter but may listen and participate in discussion. If a quorum of the Board is not physically present at the meeting location, and the applicant has not provided the consent, the hearing shall be continued to a date, time and place certain.

**IV. Reasonable Accommodation.**

The Authority shall provide reasonable accommodations and shall waive or modify provisions of this Policy as necessary to provide disabled individuals or individuals who qualify for accommodations under federal or state laws full and equal access to Board meetings.

**V. Abuse of Policy.**

Remote Participation is intended to be an infrequent or occasional substitution for physical attendance. The Board may, by majority vote of a quorum present, declare a Board member's use of this Policy excessive and deny the Board member's Remote Participation privileges for a specific meeting or meetings.

**VI. Substantial Compliance.**

The standard for public participation is substantial compliance. Technological errors preventing a particular member of the public from participating via remote access shall not invalidate any proceedings.

**MADE EFFECTIVE THIS 12TH DAY OF JUNE, 2023.**