

ORDINANCE NO. 343

**AN EMERGENCY ORDINANCE ADOPTING A REMOTE PUBLIC MEETING
POLICY FOR THE TOWN OF IGNACIO, COLORADO**

WHEREAS, on March 10, 2020, Governor Polis issued an Executive Order declaring a State of Emergency in response to the novel coronavirus (COVID-19) pandemic; and

WHEREAS, on March 16, 2020, San Juan Basin Health declared a local emergency due to the health and economic impacts of the COVID-19 pandemic; and

WHEREAS, on March 18, 2020, Public Health Order 20-23 was issued limiting the number of people gathering in certain venues to be limited to ten (10) and also stipulated a social distance requirement of six (6) feet; and

WHEREAS, on March 19, 2020, the Town of Ignacio passed Resolution 05-2020 in accordance with Colorado Revised Statute Section 24-33.5-79, declaring a local emergency due to the health and economic impacts of the COVID-19 pandemic; and

WHEREAS, in order to adhere to Public Order 20-23 and reduce the spread of COVID-19, and protect elected officials, Town staff and citizens, the Town is adopting a Remote Public Meeting Policy for inclusion in the Town Municipal Code.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Ignacio, Colorado, that:

1. The Town Municipal Code will be amended and a Chapter I, Section 1-3-3 will be added for the establishment of a new Remote Public Meeting Policy.
2. Exhibit A attached herein details the new policy.
3. The Ignacio Town Board of Trustees hereby finds, determines, and declares it is necessary that this Ordinance shall take effect immediately upon adoption due to the COVID-19 crisis, and in order to not impair the public peace, health or safety.

PASSED AND APPROVED BY THE Board of Trustees at a special meeting on March 26, 2020, by an affirmative vote of not less than 6 members of the Board of Trustees.

TOWN OF IGNACIO, COLORADO

Stella Cox, Mayor

ATTEST:

Tuggy Dunton, Town Clerk

Exhibit A to Ordinance 343 – Adopting A Remote Public Meeting Policy

Listed below are the changes to the Town of Ignacio Municipal Code:

1. Chapter I: Administration is amended below with the addition of subsection 1-3-3 (*in Italics*):

1-3 Board of Trustees' Meeting.

1-3-1 Regular Meetings.

The Town Board of Trustees shall have regular meetings at the Town Hall in Ignacio, as called by the Mayor or Mayor Pro-Tem, with time and date to be posted in advance at the Town Hall.

1-3-2 Special Meetings.

Special meetings of the Town Board of Trustees may be called by the Mayor by written request signed by at least three (3) members of the Board of Trustees. A notice of such meeting, signed by the Mayor, fixing the time and place of such meeting shall be given to each Board member at least twenty-four (24) hours prior to the time of such meeting.

1-3-3 *Remote Public Meeting Policy.*

(1) *Purpose.*

The Town Board of Trustees is establishing this policy due to an emergency declaration and the need to adhere to public health orders that make conducting regular and special meetings difficult, and poses potential hazards to all attendees. This policy authorizes and provides a mechanism for remote meeting participation by Town Board of Trustees, Town staff and officers, and the public during the period of time that a declaration of local disaster emergency is in effect pursuant to C.R.S. Section 24-33.5-709. The Town will utilize a web-based meeting or conferencing service that provides video and audio connection for all users, with some limitations based on which service is utilized. The Remote Public Meeting Policy will function in accordance with all usual meeting requirements, protocols and decorum consistent with Town policies and procedures, and statutory requirements.

(2) *Remote Public Meeting Policy Procedures.*

A Remote Public Meeting (RPM) may be held if the Mayor or Mayor Pro Tem determines that an in-person regular or special meeting would not be prudent because of a local emergency declaration. If a RPM is scheduled, the following provisions shall apply:

- (a) *RPM meeting information including a meeting agenda with meeting login or call-in information must be posted in all regular meeting posting locations and on the Town website. Meeting posting shall be done in accordance with Town policies and procedures.*
- (b) *The Mayor, Mayor Pro Tem, Trustees, Town staff, meeting host(s) and other designees (all designated as Panelist) will remotely connect using the provided login information and utilizing their Town issued computer or other computer at their disposal. The web-based service will allow for communication between the Panelists. The Mayor or designated meeting chairperson will conduct the meeting in accordance with the meeting agenda using typical meeting protocols and decorum.*
- (c) *The public or meeting Attendees will also be able to remotely connect to the meeting using a personal device such as a computer or cellular phone. Attendees will utilize the login information provided with the RPM agenda. A remote meeting etiquette paper will be available on the Town website detailing how the meeting will be conducted and what is expected of Attendees. Once Attendees have logged in and the meeting has begun they will be able to see and/or hear the Panelist, dependent upon the device the Attendee is using. The Attendee's remote connection to the meeting will be seen by the Panelist on the live webpage. All Attendees will be muted and unable to be heard by the Panelist. There will be opportunity for Attendees to speak and the Mayor or meeting chairperson will provide instructions on how and when Attendees will be able to speak. It is incumbent on the Attendee that their device has audio and/or video capabilities, and that all background noise be minimized when they are speaking. The meeting should proceed in typical fashion with usual meeting decorum and only the remote nature will be different from usual in-person meetings.*
- (d) *If the web-based meeting or Internet service has technical difficulties during the meeting, one (1) reconnection will be attempted by Panelists and Attendees, and if successful, the meeting will resume from where the meeting left off relative to the meeting agenda. If other technical difficulties are experienced the Mayor or meeting chairperson can end the meeting and no further Town Board action will be taken.*
- (e) *The RPM will be recorded and minutes will be created in accordance with Town policies and procedures.*

(3) *Remote Meeting Executive Session Procedures.*

In the event an executive session is required, the required Panelist will utilize a new remote login and will conduct a remote meeting in accordance with required executive session laws and statutes. No Attendees will be allowed access to this remote meeting. Remote executive sessions will only be held if deemed necessary and approved by a majority vote of the elected officials remote accessing into the meeting.