

City of Greeley, Colorado
CITY COUNCIL WORK SESSION REPORT
March 14, 2023

1. Call to Order

Mayor Pro Tem Brett Payton called the meeting to order at 6:00 p.m. in the City Council Chambers at 1001 11th Ave, Greeley, Colorado, with hybrid participation available via the City's Zoom platform.

2. Pledge of Allegiance

Mayor Pro Tem Brett Payton led the Pledge of Allegiance.

3. Roll Call

City Clerk Heidi Leatherwood called the roll.

The following members of Council were present:

Councilmember Tommy Butler

Councilmember Deb DeBoutez

Councilmember Dale Hall

Mayor Pro Tem Brett Payton

Councilmember Ed Clark

Councilmember Johnny Olson – participated via zoom

Mayor John Gates was absent. (Excused)

4. Reports from Mayor and Council Members

Mayor Pro Tem Brett Payton asked for reports from councilmembers
None.

5. City Council Agenda and Meeting Management Software Implementation

City Clerk, Heidi Leatherwood, introduced the item with a presentation at 6:01 p.m.
CivicClerk representative, Gabby Bond, was available to address any questions.

Ms. Leatherwood noted that the City of Greeley purchased Municode Meetings as its digital agenda management system in 2018 and recently upgraded the system to CivicClerk.

CivicClerk solves some challenges including:

1. The use of customizable workflow approvals.
2. Technology to stream through the system in conjunction with Zoom and YouTube.
3. Users can view via a mobile device or tablet.

4. Integrates with Laserfiche and Municode Codification systems and will easily move existing data from the current agenda management system to the new one.

As councilmembers will have their own Board/Council Portal, Ms. Leatherwood presented some of the useful features that the internal facing system offers including:

- Agenda packets and search capability for past information if needed.
- Ability to join the meeting system from anywhere that has internet access.
- Electronic vote-casting ability that will display to the monitors in Chambers.
- Ability to annotate, highlight and take notes in this portal.

Ms. Leatherwood shared the timeline of the project noting that the Go Live date is scheduled for June 2023.

Councilmember DeBoutez asked if the system would provide the capability for closed captioning. In response to the question, Ms. Leatherwood answered that the system has this capability.

Councilmember Butler asked if the system would have streaming capabilities across multiple platforms. In response, Ms. Bond expressed that the system has many live streaming options such as Facebook, YouTube and Zoom.

Councilmember Butler also asked if this new software came at an additional cost. In response, Ms. Leatherwood replied that this is an upgrade within the same company and so there is an additional cost for the added features.

6. City Council Initiative - Board and Commission Meeting Time Survey Results

City Clerk Heidi Leatherwood and Deputy City Clerk Sarah Jacobsen presented on the City Council Initiative – Board and Commission Meeting Time Survey Results at 6:08 p.m.

Ms. Leatherwood reminded Council of the initiative presented during the September 6, 2022, Regular Meeting, in which the City Council requested research from staff on the feasibility of Boards and Commissions to consider alternative meeting times. The times considered were before 9 a.m. and after 5 p.m.

The City Clerk's Office (CCO) developed an online survey that was distributed to all current Board and Commissions members. The Council was provided with a packet of information to review.

Ms. Leatherwood summarized the results of the survey:

- a majority of the board members who responded were open to the possibility of an alternate meeting time. Ms. Leatherwood noted that it was individual members of many boards who were open to alternate times, not entire boards.

Additional comments included concerns that stated:

- changing meeting times may not necessarily lead to an increase in public participation and engagement.
- Current members and staff might have conflicts with new meeting times

Councilmember Butler asserted that people should be able to access board participation regardless of if they are working. He suggested asking boards to move meeting times and/or suggested that boards (such as Water and Sewer Board and Planning Commission) use a hybrid format. In response, Ms. Leatherwood noted that the Planning Commission and Water and Sewer Board now have the option to have hybrid, as technology in Council Chambers is available.

Councilmember Olson asked if the boards have the authority to change meeting times on their own. In response, City Attorney Doug Marek replied that they do, however, they must work with staff. Councilmember Olsen added that he does not want the boards to feel forced by council.

Councilmember DeBoutez suggested that maybe additional information from the community could be collected using “Speak Up Greeley” about convenient meeting times.

Councilmember Clark agreed that the City could do better advertising of boards and commission meeting times and shared Councilmember Olson’s sentiment that council should allow the boards to make these types of decisions.

Councilmember Payton added that the boards have the power to take responsibility. He asked if larger boards such as Planning Commission and Water & Sewer Board were currently being recorded. Interim CD Director, Becky Safarik, replied that the Planning Commission will start recording its meetings next month.

Councilmember Dale Hall added that he concurs with Councilmember Olson and Councilmember Clark. The council consensus was to reach out to all the boards and ask that they add an agenda item on an upcoming meeting to discuss and decide if it would be appropriate to change to an alternate meeting time and/or meeting format.

7. Scheduling of Meetings, Other Events

None.

8. Adjournment

Mayor Pro Tem Brett Payton adjourned the meeting at 6:27 p.m.

Approved:

Brett Payton, Mayor Pro Tem

Attest:

Heidi Leatherwood, City Clerk