

**CITY CLERK'S OFFICE MEMORANDUM  
#1-2025**

**DATE:** Jan. 13, 2025  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Johanna Small, City Clerk *JS*  
**SUBJECT:** CR-1 – Designating Public Posting Places

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**PURPOSE**

To consider CR-1, a resolution designating the official posting locations for meeting notices for City Council, boards, commissions, and committees for 2025.

**BACKGROUND**

The Colorado Open Meetings Law requires that local public bodies (e.g., City Council) annually designate the public place or places for posting meeting notices at the first regular meeting of each calendar year.

Colorado House Bill 19-1087 amended the Open Meetings Law in 2019 to allow local governments to post meeting notices electronically. Northglenn has posted City Council meeting notices online since 2004. Staff recommends continuing to post notices both physically and electronically to maximize public access.

CR-1 designates the following public posting places:

- City Hall bulletin board (located in the lobby south of the public stairway in City Hall)
- City's official website at [www.northglenn.org](http://www.northglenn.org)

The designated locations do not preclude the City from posting courtesy notices at other locations.

**BUDGET/TIME IMPLICATIONS**

State law requires City Council to designate public posting places at the first regular City Council meeting in 2025, which occurs on Jan. 13, 2025. There are no budget implications.

**STAFF RECOMMENDATION**

Staff recommends approval of CR-1.

**STAFF REFERENCE**

If Council Members have any questions, please contact Johanna Small, City Clerk, at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303.450.8757.

CR-1 – Designating Public Posting Places

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-1  
Series of 2025

\_\_\_\_\_  
Series of 2025

A RESOLUTION DESIGNATING A PUBLIC PLACE FOR THE POSTING OF MEETING NOTICES AS REQUIRED BY THE COLORADO OPEN MEETINGS LAW

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public; and

WHEREAS, the public place or places for posting such notice shall be designated annually at the local public body's first regular meeting of each calendar year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law, C.R.S. § 24-6-402(2)(c), shall be as follows:

- A. Northglenn City Hall Bulletin Board, 11701 Community Center Drive, Northglenn, Colorado 80233; and
- B. City of Northglenn website at [www.northglenn.org](http://www.northglenn.org).

The City Clerk or their designated deputies shall be responsible for posting the required notices no later than twenty-four (24) hours prior to the holding of the meetings. All meeting notices shall include specific agenda information, where possible.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
JOHANNA SMALL, MMC  
City Clerk

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COREY Y. HOFFMANN  
City Attorney