

Town of Minturn  
P.O. Box 309  
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970-827-5645  
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[www.minturn.org](http://www.minturn.org)



Town Council  
Mayor Earle Bidez  
Mayor Pro Tem Terry Armistead  
Council Members:  
Gusty Kanakis  
Brian Rodine  
Lynn Feiger  
Kate Schifani  
Eric Gotthelf

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## HOW TO PARTICIPATE IN VIRTUAL TOWN MEETINGS

The Town of Minturn conducts Council meetings and Planning Commission meetings both in person and virtually, encouraging public participation as usual. The instructions below are provided to describe the various ways in which the public may participate in virtual public meetings.

### TO COMMENT IN ADVANCE

- To comment on agenda items before the Town Council, email Town Clerk Jay Brunvand by 5:00 p.m. on day of meeting at: [treasurer@minturn.org](mailto:treasurer@minturn.org).
- To comment on agenda items before the Planning Commission, email Planner I Madison Harris by 5:00 p.m. the day prior to the meeting at: [planner1@minturn.org](mailto:planner1@minturn.org).
- Use the Town's website to review agendas and meeting packets for both the Town Council and the Planning Commission.

### TO COMMENT DURING THE LIVE MEETING BY WEB OR PHONE

- Join the live meeting through the web link or phone number (with access code) provided on the Town of Minturn public meetings calendar located on the website [www.minturn.org](http://www.minturn.org) or public notice posted on the Pine St & Boulder St doors at town hall.
- You will be joined into the meeting and automatically muted.
- When public comment is invited, participants will need to "raise their hand" and will be unmuted one at a time in the order that they have requested to speak and called upon by name by the host. (For example, the Mayor or meeting Chair may say: "Now is the time for public comment. The meeting host will then unmute and announce the name of the person wishing to speak. Once they are done, they will be muted again. Please keep background noise to a minimum.
- Please only join remotely if you intend to participate. If you wish to simply view the meeting, see below.

## TO VIEW THE MEETING

- High Five Access Media replays on TV (see replay schedule):  
<https://www.highfivemedia.org/schedules>

## HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installation.
- State your name when you speak.
- Turn off nearby cell phones, if you are using a computer to connect.
- Please use a headset or earbuds if using your cell phone for audio.
- Please limit distractions when possible. Be aware of background noise.
- Video streaming is a relatively new technology. Some things to be mindful of when connecting with your computer/tablet or smart phone.
  - If your computer/tablet or smart phone is older than 2015 it is recommended that you use a landline/standard telephone to dial into the virtual meeting number to ensure that you can hear the meeting clearly.
  - Internet service minimum needs to be 40-50 Mbps for best results with a virtual meeting.
  - Depending on the Internet speed and service in your neighborhood, the most reliable way to participate in the meeting is to call the phone number provided, rather than joining the meeting through the web link.