

**TOWN OF MEAD, COLORADO
ORDINANCE NO. 821**

**AN ORDINANCE OF THE TOWN OF MEAD, COLORADO, AMENDING
PORTIONS OF CHAPTER 3 OF THE *MEAD MUNICIPAL CODE* WITH
REGARD TO THE APPOINTMENT OF BOARDS AND COMMITTEES.**

WHEREAS, it is the desire of the Board of Trustees to make several amendments to Chapter 3, Appointment Boards and Committees, of the *Mead Municipal Code*; and

WHEREAS, in order to accomplish the proposed changes to the text of Chapter 3, of the *Mead Municipal Code* in the most expeditious manner and to avoid expense of publication of the entire chapter, it is the intent to adopting the changes section by section, to read as follows:

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mead, Weld County, Colorado, that:

Section 1. The title of Section 3-1-20 of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“Sec. 3-1-20. Appointment and Membership.”

Section 2. Section 3-1-20 (a), of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“(a) Each Committee shall consist of five (5) regular members and one (1) alternate member. Members of newly established committees shall be initially appointed for the following terms, and shall serve such terms or until their respective successors, in similar manner, have been appointed and qualified: one (1) for one (1) year, two (2) for two (2) years, and two (2) for three (3) years, effective with the effective date of the ordinance codified herein, except that for the initial appointments, the terms shall be truncated such that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question until a complete uniform cycle for all five (5) members has been established. Successors to each member so appointed shall serve three-year terms, except that vacancies shall be filled for the unexpired term of the position so vacated.

The one (1) alternate member shall be appointed for a term of one (1) year and be truncated such that the established terms of office will begin on January 1 and expire on December 31 of the year of the term in question. The alternate member shall be counted in determining the quorum of the Committee for the conduct of business if a regular member is absent or has recused themselves from a vote.

The Board of Trustees may appoint one of its members to serve as Board Liaison to any committee. The Board Liaison shall not have a vote unless otherwise provided in this code, cannot be counted to satisfy a quorum, and shall not serve as chair or vice chair of a committee. The Board Liaison shall represent the adopted views of the Board of Trustees and assist with communications between the Board and the committee. The term of any Trustees serving as voting members of committees as of December 31, 2016 shall expire on January 1, 2017, except for the Finance Committee.”

Section 3. Section 3-1-30, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“Sec. 3-1-30. Qualifications of members.

- (a) All members of the Committee are required to be bona fide residents and qualified electors of the Town, who have resided in the Town for at least twelve (12) consecutive months immediately preceding the date of appointment. This time requirement may be reduced by the Board when necessary to maintain sufficient members for a Committee to function. Committee members should demonstrate an interest in the “purpose” of the Committee and have backgrounds or skills that would support the duties of the Committee. No full-time Town employee or land developer shall serve as a member of the Committee; with the exception of membership in the Finance Committee where the Town Manager and Town Treasurer serve as ex officio members. Committee members shall not have a conflict of interest with the duties of the Committee or the goals, programs and ideals of the Town and/or the Board of Trustees. The Board may appoint the Mayor or a Trustee to serve as a Liaison to each Committee to assist the Committee and advise on Board actions and policy regarding items before the Committee. Board Liaisons shall not have a vote.
- (b) Immediate family members (spouse, child or significant other) of a committee member, staff liaison or Board Liaison living in the same household, shall not be appointed to that committee.
- (c) Except in unusual circumstances, an individual shall not be appointed to serve on more than one (1) advisory board, commission or committee.”

Section 4. Section 3-1-40 (c), of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

- “(c) The Town Manager or his or her designee shall be responsible for the preparation and posting or providing proper notice of meeting agendas, and the preparation and delivery of meeting packets in consultation with the Chair of the respective board, commission or committee. The Town staff will normally handle correspondence and provide general staff support as needed. The agenda format shall conform to the format established by the Town Clerk.”

Section 5. Section 3-1-40 (d), of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

- “(d) Advisory boards, commissions and committees shall have regular meeting schedules, meet not less than every other month, unless a meeting is cancelled as provided below, and at such other times as may be necessary to fulfill their duties. Meetings may be convened on an as-called basis by the staff liaison with concurrence by the Chair for temporary committees. Special meetings for boards, commissions and committees that have a regular meeting schedule may be called as required, provided that proper notice of such meetings is given, the agenda is posted in advance and the meetings are held in accordance with the Colorado Open Meetings Law. A quorum of the members shall be required to conduct official business. If a quorum is not available, a smaller number of members may convene and have discussion, but no formal action can occur nor can a

vote to make a recommendation be made, except that a new meeting date, time and place may be set. Meetings may be cancelled or rescheduled due to lack of a quorum or lack of adequate business to discuss, with notice of such cancellation or rescheduling posted as would be done for regular meetings. The Chair shall be responsible to ensure that meetings are conducted with decorum and in accordance with the principles of **Bob's Rules of Order** (rather than its strict procedures, meaning that formalities may be waived), except where other public meeting or hearing procedures are appropriate or required."

Section 6. Section 3-1-40 (e), of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

"(e) Minutes of each meeting of all advisory boards, commissions and committees, whether permanent or temporary, shall be made and kept, which shall be a record of the proceedings, official acts, recommendations and correspondence of said meeting. All agendas, minutes, reports, communications, petitions, actions and other papers and transactions of all advisory boards, commissions and committees shall be filed with the Town Clerk and retained in accordance with Town procedures as well as state law on retention of public records. Copies of minutes shall be provided to the Board of Trustees, as well as other reports and documents as appropriate from time to time. Membership lists of advisory panels shall be public information, but the membership list released to the public shall consist of names and addresses only. Any citizen may request that he/she receive a copy of any advisory board, commission or committee agenda."

Section 7. Section 3-1-40 (f), of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

"(f) While it is recognized that appointees are volunteers who are willingly giving their personal time to the service of the Town, it is essential that individuals appointed to advisory boards, commissions and committees regularly attend and participate in the meetings of their respective panels in order for the business of the Town to operate in an orderly and efficient manner. Wherever practical, members should give advance notice of absences at least twenty-four (24) hours before the time of the meeting, to either the Chair or to the staff liaison. Any advisory board, commission or committee member who fails to attend three (3) consecutive meetings of his or her respective panel may be considered to have abandoned his or her appointment. Such person's office may be declared vacant and the member removed by the Board of Trustees. Any member may be removed by the Board of Trustees for cause, or by failing to maintain the qualifications to be a member."

Section 8. Section 3-1-50 (c) of the *Mead Municipal Code* is hereby repealed in its entirety.

Section 9. Section 3-1-60, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

"Sec. 3-1-60. - Staff and other liaisons.

(a) The Town Manager shall designate the Town employees who shall act as staff liaisons to advisory boards, commissions and committees. The Town Manager may also arrange for the attendance of other Town consultants or officials at meetings for technical advice and

professional assistance as required within the financial appropriations made by the Town.

- (b) The Town Attorney shall serve as legal advisor to boards, commissions, and committees, but shall not be required to attend meetings unless requested to do so by the Town Manager.
- (c) The liaisons, consultants and Town officials may attend and participate in meetings, but shall not have a vote.
- (d) Staff liaisons shall be responsible for coordinating the agenda with the Chair of the committee and complying with all notice and posting requirements for agendas, coordinating an annual training session with the Town Clerk, facilitating communications between the committee and the Board of Trustees, researching and providing advice on matters before the committee, and preparing minutes of all meetings. The staff liaison shall avoid imposing undue influence over committee decisions and recommendations.”

Section 10. Chapter 3, Article II, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“ARTICLE II. Parks, Recreation Facilities and Open Space Committee

“Sec. 3-2-10. Creation.

There is hereby established the Parks, Recreation Facilities and Open Space Committee (“Committee,” for the purposes of this Article).

“Sec. 3-2-20. - Purpose.

The purpose of the Committee shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning the Town’s park, recreation facilities and open space programs, including trails.

“Sec. 3-2-30. - Powers and duties.

The Committee shall be advisory only and shall have the following powers and duties, including but not limited to:

- (a) To make recommendations to the Board of Trustees as to all matters that would constitute a park, recreation facility or open space program, including but not limited to the acquisition, management, control, development and planning of all Town parks, recreation facilities, and open space; and
- (b) To prepare, review, revise and update on a regular basis a park, recreation facility, open space and trail plan that would address short-term and long-term acquisition, development and maintenance issues related to these; and
- (c) To coordinate or help coordinate all park, recreation facility and open space matters with any public or private agencies, including reviews and recommendations on contracts for use of all parks, recreation facilities and open space; and

- (d) To consider all policy matters pertaining to the Town’s park, recreation facilities and open space properties and to make recommendations on policies to the Board of Trustees; and
- (e) To take direction from the Board of Trustees and to provide advice to the Board on any parks, recreation facilities and open space questions or topics directed to the Board; and
- (f) To make recommendations to the Board on the allocation of funds dedicated to parks, recreation facilities and open space projects and to research grant opportunities for such projects; and
- (g) To research or make recommendations on other such park, recreation facilities and open-space-related issues and to take on other related duties as the Board of Trustees may assign from time to time; and
- (h) To also serve as the Arts Commission and fulfill the responsibilities assigned to the Commission by Ordinance 798 and as requested by the Board of Trustees.”

Section 11. Chapter 3, Article III, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“ARTICLE III. Community Events Committee

“Sec. 3-3-10. Creation.

There is hereby established the Community Events Committee (“Committee,” for the purposes of this Article).

“Sec. 3-3-20. Purpose.

The purpose of the Committee shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning the Town’s community event needs as they relate to planning, development and operation of community events within the Town.

“Sec. 3-3-30. - Powers and duties.

- (a) Advising the Board of Trustees and staff on matters relating to planning, development and operation of community events within the Town regarding the following:
 - (1) Comprehensive community event planning;
 - (2) Contracts, intergovernmental agreements and lease agreements regarding community event activities and facilities to be used.
- (b) To take direction from the Board of Trustees and to provide advice to the Board on any community event questions or topics directed to the Board by the public;
- (c) To make recommendations on other community event issues as may be referred to the Committee by the Board of Trustees.

Section 12. Chapter 3, Article IV, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“ARTICLE IV. Mead Community Day Committee

“Sec. 3-4-10. Creation.

There is hereby established the Mead Community Day Committee (“Committee,” for the purposes of this Article).

“Sec. 3-4-20. Purpose.

The purpose of the Committee shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning the Town’s annual Community Day celebration as they relate to the planning and organization of the annual celebration. The celebration shall focus on Mead’s rich heritage, combine the elements of the Community Day event with the Sugar Beet Festival, showcase the community, and provide entertainment for all ages. The Committee shall serve as the steering committee for a larger ad hoc committee to be convened each year. The ad hoc committee shall be composed of one representative and one alternate selected by each of the following organizations: the Mead Rotary Club; Mountain View Fire Protection District; and the Mead Area Community Foundation. The alternates shall only have a vote on the ad hoc committee in the absence of the representative. The Board of Trustees shall appoint a Trustee to serve as liaison to both the Community Day Committee and the ad hoc committee. The Town Manager shall serve as staff liaison for the Committee.

“Sec. 3-4-30. Powers and duties.

- (a) Convening and coordinating the efforts of the ad hoc committee with broad representation from the designated organizations.
- (b) Advising the Board of Trustees and staff on matters relating to the planning and development of the annual celebration, including but not limited to:
 - (1) The promotion of the rich heritage; showcasing the community and providing entertainment for all ages; promoting and selling the image, products and services of Mead to potential visitors, shoppers, business prospects, investors and members of the community at large;
 - (2) The organization of community resources into a strong team that works together toward a common goal of planning and organizing the annual celebration;
 - (3) The creation of an inviting and aesthetically pleasing atmosphere for the celebration through the following activities:
 - (I) Planning and scheduling the celebration activities and events programming.
 - (ii) Coordinating the vendors participating in the celebration.
 - (iii) Coordinating with Mead Public Works for preparations for crowd control, barricades and signage.

- (iv) Coordinating with volunteers assisting with the setting up and tearing down of the Mead Community Days celebration site.
- (4) Investigating and advising the Board of Trustees on items requiring Board action or approval such as the event budget, contracts, intergovernmental agreements and lease agreements regarding facilities used for celebration activities;
- (c) Receiving direction from the Board of Trustees and providing advice to the Board on any celebration questions or topics directed to the Board by the committee or the public;
- (d) Making recommendations on other such celebration issues as may be referred to the Committee by the Board of Trustees.

Section 13. Chapter 3, Article V, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“ARTICLE V - Finance Committee

“Sec. 3-5-10. Creation.

There is hereby established the Finance Committee (“Committee” for the purposes of this Article).

“Sec. 3-5-20. - Purpose.

The purpose of the Committee shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning the Town’s budget, long-range financial plan, investments and other financial management needs as requested by the Board of Trustees.

“Sec. 3-5-30. Powers and duties.

The Committee shall be advisory only and shall have the following powers and duties, including but not limited to:

- (a) To review and make recommendations to the Board on the annual budget.
- (b) To review and make recommendations regarding the annual auditor’s report.
- (c) To review and make recommendations on the Town’s long-range financial planning in order to ensure a sustainable annual budget and to address the capital needs of the Town.
- (d) To review and monitor the Town’s cash management;
- (e) To review and monitor the Town’s investment results;
- (f) To develop and recommend Town investment policies; and
- (g) To assist in the selection of investment facilitators and managers.

“Sec. 3-5-40. Appointment and membership.

The Committee shall consist of five (5) members, two of which will be the Town Manager and the Town Treasurer. The three additional members shall be comprised of two financial professionals and one person with significant business management experience. The initial appointment of the three other members shall be staggered such that one will expire in 2018 and two will expire in 2020. Thereafter, these members shall be appointed for four-year staggered terms. Vacancies shall be filled for the unexpired term of the membership so vacated. A member of the Board of Trustees shall also be appointed by the Board of Trustees to serve a two-year term beginning in May of each even-numbered year and shall be an ex-officio member, voting only in the case of a tie vote. Appointees may be appointed to serve consecutive terms.

“Sec. 3-5-50. Qualifications of financial professionals.

Financial professionals shall be qualified electors living in the Town and shall be knowledgeable of the financial arena, with experience serving as representatives of banks or trust companies, primary government bond dealers, private sector cash managers, or finance directors or investment personnel in local government entities. No member of the Committee shall have a conflict of interest with the duties of the Committee or the investment policy of the Town.

“Sec. 3-5-60. Ethics and conflicts of interest.

If a member of the Committee is employed by a bank, trust company, bond dealer, private sector cash manager or other financial institution that invests government funds, no Town funds shall be deposited with or invested in those foregoing entities.”

Section 14. Chapter 3, Article VII, of the *Mead Municipal Code* is hereby repealed in its entirety and reenacted to read as follows:

“ARTICLE VI. Mead Public Arts Commission

“Sec. 3-6-10. Creation.

There is hereby established the Mead Public Arts Commission (“Commission”).

“Sec. 3-6-20. Purpose.

The purpose of the Commission shall be to conduct reviews and make recommendations to the Board of Trustees in all matters concerning the Town’s Art in Public Places Program.

“Sec. 3-6-30. Powers and duties.

The powers and duties of the Mead Public Arts Commission may be assigned to the Parks, Recreation and Open Space Committee by resolution. The Committee shall convene and act as the Commission in fulfilling these assigned powers and duties.

(a) Advising the Board of Trustees and staff on matters relating to the planning, acquisition, management and control of all Town art acquisitions and displays, including but not limited to:

(1) To make recommendations to the Board of Trustees as to all matters that would constitute an art in public places program, including but not limited to the acquisition, management, control and planning of Town art acquisitions and

displays;

- (2) To prepare, review, revise and update on a regular basis an art in public places plan that would address short-term and long-term acquisition, development and maintenance issues of the art in public places program;
- (3) To prepare or assist in preparing and recommending to the Board of Trustees an annual budget request for the art in public places program;
- (4) To coordinate or help coordinate all art in public places matters with any public or private agencies, including reviews and recommendations on contracts for the display and maintenance of art in public places;
- (5) To recommend to the Board of Trustees as to the expenditure of any cash or securities as may be devised, given or paid to the Town for art in public places purposes, including that given for the care of any property that is devised or given in furtherance of the art in public places program;
- (6) To consider all policy matters pertaining to the Town's art in public places program and to make recommendations on policies to the Board of Trustees;
- (7) To take direction from the Board of Trustees and to provide advice to the Board on any art in public places questions or topics directed to the Board;
- (8) To research grant opportunities for art in public places programs and to report findings to the Board of Trustees; and
- (9) To research or make recommendations on other such art in public places issues and to take on other art in public places duties as the Board of Trustees may assign from time to time."

Section 15. Effective Date. This ordinance shall be published and become effective as provided by law.

Section 16. Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of the Ordinance. The Board of Trustees hereby declares that it would have passed the ordinance including each part, section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more part, section, subsection, sentence, clause or phrase is declared invalid.

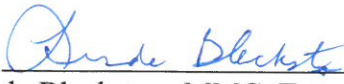
Section 17. Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

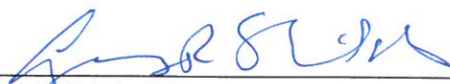
Section 18. Certification. The Town Clerk shall certify to the passage of this ordinance and make not less than one copy of the adopted Code available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 14th DAY OF November,
2016.

ATTEST:

TOWN OF MEAD

By 
Linda Blackston, MMC, Town Clerk

By 
Gary R. Shields, Mayor

