



## Agenda Item Summary

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MEETING DATE: January 29, 2024

SUBJECT: **Resolution No. 09-R-2024** – A Resolution of the Town of Mead, Colorado, Adopting Updated General Guidelines for Public Comment at Open Meetings and General Guidelines for Conduct of Public Hearings

PRESENTED BY: Marcus McAskin, Town Attorney

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### SUMMARY

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The Board of Trustees has previously adopted the following:

- GENERAL GUIDELINES FOR PUBLIC COMMENT AT OPEN MEETINGS (“Public Comment Guidelines”); and
- GENERAL GUIDELINES FOR THE CONDUCT OF PUBLIC HEARINGS (“Public Hearing Guidelines”).

Specifically, the Public Comment Guidelines and Public Hearing Guidelines were adopted by Resolution No. 23-R-2020 dated February 24, 2020.

The Town Attorney has recommended certain updates to the Public Comment Guidelines and Public Hearing Guidelines. The updates were discussed with the Board at an executive session held on November 27, 2023, and at the January 6, 2024, Board retreat.

Resolution No. 09-R-2024 (the “Proposed Resolution”) adopts the updated Public Comment Guidelines and the updated Public Hearing Guidelines. The Public Comment Guidelines are attached to the Proposed Resolution as **Exhibit 1** and the Public Hearing Guidelines are attached to the Proposed Resolution as **Exhibit 2**.

It is expected that the Town Clerk will make a copy of the Public Comment Guidelines and Public Hearing Guidelines (as updated by and through the Proposed Resolution) available to all members of the public in attendance at regular and special meetings of the Board.

### FINANCIAL CONSIDERATIONS

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No fiscal impact.

### STAFF RECOMMENDATION/ACTION REQUIRED

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Town Attorney recommends approval of the Resolution. A motion to approve the January 29, 2024 consent agenda will approve the Resolution resulting in the adoption of the updated Public Comment

Guidelines and Public Hearing Guidelines. In the event that the Proposed Resolution is pulled off of the consent agenda, the Town Attorney recommends the following motion:

Suggested Motion:

“I move to approve Resolution No. 09-R-2024 – A Resolution of the Town of Mead, Colorado, Adopting Updated General Guidelines for Public Comment at Open Meetings and Updated General Guidelines for the Conduct of Public Hearings.”

## ATTACHMENTS

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Resolution No. 09-R-2024

Exhibit 1 - General Guidelines for Public Comment at Open Meetings

Exhibit 2 - General Guidelines for the Conduct of Public Hearings

General Guidelines for Public Comment at Open Meetings Redline Edits

General Guidelines for the Conduct of Public Hearings Redline Edits