

**TOWN OF MINTURN  
RESOLUTION NO. 13 – SERIES 2018**

**A RESOLUTION PROVIDING A CONSENT AGENDA PROCEDURE**

**WHEREAS**, the Town of Minturn is a Home Rule Municipality under the Colorado Constitution; and

**WHEREAS**, the Minturn Town Council desires to use a consent agenda to expedite non-controversial items that require no discussion and are before the Council; and

**WHEREAS**, it is necessary and appropriate to approve a procedure for consent agendas to assure all Council members understand and agree on the process; and

**WHEREAS**, it is necessary to assure that abuse of the procedure is avoided.

**BE IT RESOLVED** by the Minturn Town Council as follows.

1. The Council adopts and approves the use of a Consent Agenda process during its meetings.
2. The Council authorizes all committees and boards of the town of Minturn to use the Consent Agenda format.
3. The Council adopts the following policy that governs Consent Agenda use until such time as this resolution is amended by the Council.
  - a. **Location on the Agenda.**
    - i. Any removal of Consent Agenda items to the meeting agenda will occur immediately prior to approval of the meeting agenda.
    - ii. The town clerk will place the Consent Agenda on the meeting Agenda under the heading "Consent Agenda" and locate it immediately after approval of the meeting agenda and prior to any business being taken up by the Council.
  - b. **Items Placed on the Consent Agenda.** The mayor and the administration will make every attempt to place items on the Consent Agenda that are non-controversial including, but not limited to the following:
    - i. Minutes approval,
    - ii. Staff and Committee reports,
    - iii. Formal approval of items which have had much past discussion
    - iv. Other routine items, and
    - v. Non-controversial Resolutions

**c. Items Not To Be Placed on the Consent Agenda.**

- i. Contracts
- ii. Ordinances

**d. Removal of Items from the Consent Agenda**

- i. Prior to taking up approval of the meeting's Agenda, the mayor will ask if any Council member wishes to discuss any item on the Consent Agenda. Upon any Council member indicating that the member wishes to discuss a particular consent agenda item, the mayor will remove that item from the consent agenda and place the item in an appropriate location on the meeting agenda.

**e. Agenda Approval**

- i. After the Council takes up any request to remove an item from the Consent Agenda, the Council will take up approval of the meeting agenda which includes the consent agenda.

**f. Consent Agenda**

- i. The Council will take up the Consent Agenda immediately following approval of the meeting agenda.

**g. Discussion of Consent Agenda Items**

- i. Council will not discuss any item remaining on the Consent Agenda after the opportunity to remove items from the Consent Agenda has passed.

**h. Consent Agenda Voting**

- i. When Council takes up the consent agenda, the only order of business is a motion to approve or a motion to disapprove ALL items on the Consent Agenda. Council will not vote on individual Consent Agenda items. The vote on consent agenda items will be by roll call vote.

**SAMPLE AGENDA TO ILLUSTRATE FORM:**

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**Agenda**

**MEETING OF THE MINTURN TOWN COUNCIL**

**Minturn Town Center, 302 Pine Street  
Minturn, CO 81645 • (970) 827-5645**

**Wednesday June 20, 2018**

**Work Session – 5:30pm  
Regular Session – 6:30pm**

**MAYOR – Matt Scherr  
MAYOR PRO TEM – Earle Bidez**

**COUNCIL MEMBERS:**

Terry Armistead  
George Brodin  
Brian Eggleton  
John Widerman  
Chelsea Winters

When addressing the Council, please state your name and your address for the record prior to providing your comments. Please address the Council as a whole through the Mayor. All supporting documents are available for public review in the Town Offices – located at 302 Pine Street, Minturn CO 81645 – during regular business hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

**Work Session – 5:30pm**

**Regular Session – 6:30pm**

**1. Call to Order**

- Roll Call
- Pledge of Allegiance

**2. Mayor's Consent Agenda Announcement**

• **Sample Announcement:**

- *A Consent Agenda is contained in this meeting agenda. The consent agenda is designed to assist making the meeting more efficient. Items left on the Consent Agenda may not be discussed when the Consent Agenda comes before the Council. If any Council member wishes to discuss a Consent Agenda item please tell me now and I will remove the item from the Consent Agenda and place it in an appropriate place on the meeting agenda so it can be discussed when that item*

*is taken up by the Board. Do any Council members request removal of a Consent Agenda item?*

**3. Approval of Agenda**

- Items to be Pulled or Added
- Declaration of Conflicts of Interest

**4. Approval of Consent Agenda Items (Sample list below):**

- Approval of previous Minutes
- Liquor License Renewal
- Committee Reports
- Manager Report
- Planner Report
- Financial Report
- Formal approval of items that have had much past discussion

**5. Public comments on items, which are NOT on the agenda (5-minute time limit per person)**

**6. Special Presentations**

- Council Comments

**PUBLIC HEARINGS AND/OR ACTION ITEMS**

**7. Public Hearing/Action Item:**

**DISCUSSION AND/OR DIRECTION ITEMS**

**8. Discussion/Direction Item:**

**COUNCIL INFORMATION / UPDATES**

**9. Future Meeting Topics**

**EXECUTIVE SESSION**

**10. Executive Session: An Executive Session for the purpose of conferencing with the Town Attorney for the purpose of .....**

**MISCELLANEOUS ITEMS**

**11. Future Meeting Dates**

- a) Council Meetings:
- July 4, 2018 (Canceled)
  - July 18, 2018
  - August 1, 2018

12. Other Dates:

13. Adjournment

END OF SAMPLE AGENDA

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INTRODUCED, READ, APPROVED AND ADOPTED this 20<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
MATT SCHERR, MAYOR

ATTESTS:

  
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JAY BRUNVAND, CLERK

