

**TOWN OF TIMNATH
RESOLUTION NO. 1, SERIES 2025**

**A RESOLUTION REGARDING ANNUAL ADMINISTRATIVE MATTERS
FOR THE TOWN OF TIMNATH**

WHEREAS, the Town Council has a duty to perform certain obligations on a recurring basis in order to assure the efficient operation of the Town; and

WHEREAS, the Town Council has directed the administrative work of the Town to be accomplished by its Town Manager, Town Clerk, Town Engineer, Director of Public Works, Community Development Director, and consultants who act as the Town Attorney and Building Inspector (collectively the "Staff"); and

WHEREAS, the Town Council desires to confirm certain general procedures for the conduct of its business and to authorize its elected officials and Staff to perform certain administrative activities; and

WHEREAS, the matters set forth in this Resolution are statements of intention, and may be modified by action of the Town Council, from time to time, without prior notice except where required by law and without waiving on a continuing basis these or other policies established by the Town and its Charter (the "Charter");

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TIMNATH, COLORADO:

1. Pursuant to Article III, Section 3.11 of the Charter, the Town Council determines to hold regular meetings on the 2nd and 4th Tuesday of every month in January through October, and the 2nd Tuesday of November and December at 6:00 p.m., at 4750 Signal Tree Drive, 80547, in Timnath, Colorado.

2. Pursuant to Resolution No. 62, Series 2024, the Town Council adopted Bob's Rules of Order for Colorado Local Governments (Robert Widner, 2023 Edition) ("Bob's Rules), with the modifications, and the Town Council shall attempt to follow, as nearly as is reasonably practical, the rules of order set forth in Bob's Rules, except as suspended by the Town Council or the Mayor or deviations pursuant to Rule 8.3 of Bob's Rules..

3. Pursuant to Article III, Section 3.11.4 of the Charter, and in addition to Paragraph 1 of this Resolution, the Town Council may hold a special meeting called by the Town Clerk on the oral request of the Mayor or of any two (2) Councilmembers with at least forty-eight (48) hours oral or written notice to each member of the Council. Written notice of any special meeting shall be posted in two (2) public places at least twenty-four (24) hours prior to the meeting. No business shall be transacted at any special meeting of the Council unless the subject thereof has been stated in the notice of such meeting.

4. Pursuant to Article III, Section 3.11.4 of the Charter, and in addition to Paragraphs 1 and 2 of this Resolution, the Town Council may hold a work session upon request by the Mayor or any Councilmember and approval by the Town Council of the request. Councilmembers shall receive at least twenty-four hours' written notice, in addition to public notice pursuant to procedures established by this Resolution. No quorum shall be required at any such study session and no legally binding or formal action shall be taken at any such session.

5. Pursuant to Article III, Section 3.5.6 of the Charter, Town Council designates the Town's website as the posting places for notices of meetings, in accordance with Section 24-6-402(2)(c), C.R.S., and designates the Timnath Town Center, 4750 Signal Tree Drive, Timnath, Colorado, as the place for posting notices in the event that the Town is unable to post a notice online in exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the notice online. The Town Council directs the Town Clerk to prepare notices for posting at the specified locations.

6. The Town Council designates the *Coloradoan* as the newspaper of general circulation within the boundaries of the Town, and wherein all legal notices and publications for the Town shall be published, unless otherwise required by state law.

7. The Town Manager shall be designated as the contact person with the Colorado Division of Local Government (the "Division").

8. The Town Council acknowledges that in accordance with Section 24-6-203, C.R.S., each Town Councilmember who receives from another person any item as described in subsection (3) of that section in connection with his or her public service, including, but not limited to gifts, honoraria, or other benefits, is required to file with the Town Clerk on or before January 15, April 15, July 15, and October 15 of each year, on a form prescribed by the Secretary of State, a report detailing the value and items received covering the period since the last report. If a Town Councilmember does not receive any such item, he or she will not be required to file such report. The Town Clerk shall provide the Secretary of State form to Town Councilmembers as necessary.

9. Minutes of all Town Council regular and special meetings shall be taken by the Town Clerk stating only the subject matter and final action taken by Town Council, together with such supplemental notes as are requested by the Town Councilmembers and which are approved by the Mayor or by majority vote of the Town Council including the Mayor. Each executive session discussion shall be electronically recorded as required by subsection 24-6-402(2)(d.5)(II)(A), C.R.S., and each recording shall be retained for ninety (90) days after the date of the recording pursuant to subsection 24-6-402(2)(d.5)(II)(E), C.R.S., except when an attorney who is representing the local public body and who is in attendance at an executive session determines that all or a portion of the discussion during the executive session constitutes a privileged attorney-client communication and no recording is required per subsection 24-6-402(2)(d.5)(II)(B).

10. The Town Council has appointed and reaffirms Carolyn Steffl, Esq. of Dietze and Davis, P.C., as the Town Attorney, to act as the Town Attorney in all legal matters.

11. The Town Council hereby has appointed and reaffirms Stewart W. Olive as the Timnath Municipal Judge for court sessions and administrative paperwork.

12. The Town Clerk is hereby appointed as the "Designated Election Official" of the Town for any elections to be held by the Town. In accordance with Section 1-1-111(2), C.R.S., the Town Council hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official, including but not limited to appointing election judges, appointing a canvass board, and cancellation, if applicable, of the election. The Deputy Town Clerk is appointed as the Assistant Designated Election Official.

13. The Finance Director, in consultation with the Town Manager, shall be responsible for preparation of the Town budget, shall manage the accounting and engagement of auditing services for the Town to be performed by such persons as are authorized by the Town Council, shall manage the public funds in accordance with all applicable Colorado laws and only by direction of the Town Council, and shall report to the Town Council on a monthly basis in written form the status of the Town's financial accounts and records.

14. The Town Council directs the Town Manager to work with the Finance Director to submit a proposed budget for the Town, Timnath Development Authority and Timnath Landings General Improvement District, to the Town Council by October 15, 2024, and to schedule a public hearing on the proposed budgets; to prepare final budgets and budget resolutions; to prepare amendments to the budgets if necessary; and to file the approved budgets and any amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S., if applicable.

15. The Town Council directs the Finance Director to prepare and file with the Department of Local Affairs on or before March 1, 2025, in accordance with Title 11, Article 58, C.R.S., if required, the annual public securities report for non-rated public securities issued by the Town.

16. The Town Council directs the Town Attorney to coordinate with the Town Manger on the preparation and filing of any continuing annual disclosure report required to be filed in accordance with the Securities Exchange Commission Rule 15c2-12, if required.

17. The Town Council directs the Town Clerk, in consultation with the Town Attorney, to provide the Division with a current list of all contracts in effect with other political subdivisions within thirty (30) days of receiving a written request from the Division as required by Section 29-1-205, C.R.S.

18. The Town Council directs the Town Clerk, in consultation with the Town Attorney to prepare the Revised Uniform Unclaimed Property Act report and forward to the

19. State Treasurer by November 1, 2025, if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with Sections 38-13-401, *et seq.*, C.R.S., for the period from July 2, 2023 through July 1, 2024, if required.

20. The Town Council directs the Town Manager or their designee to prepare an accurate official Town map for filing with the County Assessor and Clerk and Recorder as changes are made to the official Town map. A copy of the official Town map, showing the Town's boundaries, shall be kept on file at 4750 Signal Tree Drive, Timnath, Colorado, and shall be available for examination by all interested persons.

21. The Town Council directs that an audit of the financial statements be prepared and submitted to the Town Council within six (6) months after fiscal year end. The Town Council further directs that the audit be filed with the State Auditor no later than thirty (30) days after the fiscal year audit is received by the Town, as required by Section 29-1-603, C.R.S.

22. The Town Council directs the Town Manager to obtain proposals for insurance and to insure the Town against all or any part of the Town's liability for injury; to insure the Mayor, Town Councilmembers, and Town employees acting within the scope of employment and with approval from the Town Council against all or any part of such liability for any injury; and to insure against the expense of defending a claim for injury against the Town or its Town Council, subject to typical exceptions and exclusions. The insurance may be secured through a municipal self-insurance pool.

23. The fee schedules contained in past resolutions or ordinances for services that might be provided by the Town Manager, Town Clerk, the Town Engineer, the Public Works Director, or the Community Development Director to members of the public, including certification of documents, notarization of signatures, and other activities shall be extended indefinitely. Any resolution or ordinance concerning fee schedules that is passed subsequent to this Resolution shall supersede the provisions of this section.

24. These procedures, rules, and duties may be supplemented from time to time in written format either by adoption of additional resolutions or by action reflected in the minutes for the Town Council.

ADOPTED AND APPROVED THIS 14th DAY OF JANUARY, 2025.

TOWN OF TIMNATH



Robert Axmacher, Mayor

ATTEST:



Milissa Peters-Garcia, CMC
Town Clerk

