

# ***Town of Twin Bridges Regular Council Meeting***

PO BOX 307/104 E. 6<sup>th</sup> Avenue, Twin Bridges, MT 59754  
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**TUESDAY, JANUARY 14, 2020**  
**Town Hall (104 E. 6<sup>th</sup> Avenue) @ 7:00 PM**

## **REGULAR COUNCIL MEETING AGENDA**

**Public Comment:** Comments on Non-Agenda Items

### **OLD BUSINESS**

### **NEW BUSINESS**

Approval of new council member  
Oath of Office Council Members –New Council Member  
**Resolution 2020-01** Insufficient Funds Penalty and bad checks  
**Resolution 2020-02** Electronic Meetings (Council members attending meetings via electronic means for emergency purposes)  
Updating Signatures on Bank Accounts  
Subcontractors for Shop – Insulation

### **REPORTS**

Affordable Housing Board Report  
Sheriff's Report  
Madison County Planning Board  
Library Board Report  
Attorney's Report  
    Water/Sewer Account No. 026-00  
Maintenance Report  
Safety Committee Report  
Mayor's Report  
Clerk's Report

**Approval of Consented Minutes:** December 9, 2019

**Approval of Consented Claims**

**Council Review - Ordinances**



## **Policy on Public Hearings and Conduct at Public Meetings**

### **Public Hearing/Public Meeting**

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

### **Oral Communication**

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of meeting, and with due respect for all persons attending.

- No member of public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to **three (3) minutes** unless prior approval by the presiding officer. Citizens requesting to speak shall limit him or herself to **matters of fact** regarding the issue of concern.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or Town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedures in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by the Police Department personnel or other agent designated by Town Council or Mayor.

### **General Town Council Meeting Information**

- Regular Town Council meetings are held at 7:00 pm on the second Tuesday of each month at the Twin Bridges Town Hall, 104 E 6<sup>th</sup> Avenue, Twin Bridges, Montana.
- The schedule of Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the meeting.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Office, The Shack, The Wagon Wheel, Main Street Market, The Blue Anchor Bulletin Board, Opportunity Bank of Montana and the Town Library.
- Questions about the agenda may be directed to the Town Clerk at 684-5243.
- Any items that need to be placed the agenda for consideration must be provided to the Town Clerk the Friday prior to the Town Council meeting, no later than 3:00 pm. Final agenda is approved by the Mayor.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office.

*The Town of Twin Bridges Council and Mayor reserve the right to amend these rules of procedure as deemed necessary.*