

TO: Town Council Feb 14, 2001

From: The Mayor

Subject: New procedures for Council meetings.

In an effort to streamline the meetings and expedite proceedings, the following procedures will be implemented.

1. Effective immediately, Citizens Time will be number 4 on the Agenda.
2. The police officer will be present during Citizens Time.
3. Citizens will have 3 minutes to make their point.
4. There will be NO exchange between Council members and the Citizen speaking.
5. During the meeting, only those persons having an application or other business before the council will be permitted to speak.

It is strongly suggested that Council members pick up their packets on Friday and thoroughly go thru them and be ready to act upon any item. Write out any questions before hand so you will be prepared.

As you all know, I like to start the meetings on time, so PLEASE, make every effort to be ON TIME for all meetings.

In an effort to save money, re the e-mail Jeannie sent out. The Town Attorney attends one meeting at no charge which is include in the retainer fee. Additional meetings are at \$120/hour. I propose that for any continuation meeting we decide if he will be needed to attend. If so, he has agreed to come in at 8 PM, or if we decide that we need him for just a short while he could come in at 7 PM and then leave. Additionally, if we decide NOW that we will only have one meeting in May and June, or any 2 months, then we should be back close to budget. We need a couple extra meetings now to work on the budget. So take the budget home and REALLY work on it for the budget session that we are having. ANY OTHER SUGGESTIONS ARE WELCOMED!

*PS suggests do not by anything else in
meetings that is not on agenda*

*I'm sugg. PD only make upnt that is needed, not
unfall upnt, decide what we want from him.*