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Chapter 2.04BOARD OF TRUSTEESSections:

- 2.04.010 Term of office.
- 2.04.020 Effective date of commencement of terms.
- 2.04.030 Effect of extension of terms.
- 2.04.040 Vacancy.
- 2.04.050 Compensation.
- 2.04.060 Mayor.
- 2.04.070 Elimination of term limits.

2.04.010 Term of office.

The term of office for the members of the board of trustees shall be for four years. (Ord. 111 §1, 1983)

2.04.020 Effective date of commencement of terms.

Commencing with the next regular election (1984), three of the six trustees' terms shall be for four years and three of the trustees' terms shall be for two years. On the next regularly scheduled general election (1986), the remaining three trustees' positions shall then be for a term of four years. (Ord. 111 §2, 1983)

2.04.030 Effect of extension of terms.

This chapter shall not extend nor reduce the term of any present member of the board of trustees duly elected. (Ord. 111 §3, 1983)

2.04.040 Vacancy.

If any vacancy occurs in an office for which a four-year term is in effect the board of trustees shall fill such vacancy by appointment until the next regular election, such vacancy shall then be filled at the next general election, as provided in Section 31-4-303 Colorado Revised Statutes 1973, as amended. If the office in which the vacancy occurs is not an office for which a

2.08.030 Duties. The town clerk/treasurer shall perform the following duties:

A. The town clerk/treasurer shall be the clerk of the board, attend all meetings and keep a permanent journal of its proceedings.

B. The town clerk/treasurer shall be the custodian of all of the town's records and such records shall be open at reasonable times for inspection by residents of the town.

C. The town clerk/treasurer shall certify by his

signature all ordinances and resolutions enacted or passed by the board of trustees.

D. The town clerk/treasurer shall countersign all checks drawn on the town's checking and orders of withdrawal certificates of deposit or other documents for any savings accounts, certificates of deposit or indentures owned by the town.

E. The town clerk/treasurer shall be custodian of all bonds of all officers and employees of the town.

F. The town clerk/treasurer shall perform such other duties as may be prescribed for him by law or by the board of trustees. (Ord. 148 §2, 1986; Ord. 101 §3, 1982)

Chapter 2.10

ELECTIONS

Sections:

- 2.10.010 Write-in candidates--Affidavit of intent.
- 2.10.020 Cancellation of election.

2.10.010 Write-in candidates--Affidavit of intent.

No write-in vote for any municipal office shall be counted unless affidavit of intent has been filed with the clerk by the person whose name is written in prior to twenty days before the day of the election indicating that such person desires the office and is qualified to assume the duties of that office if elected. (Ord. 196 §1, 1998: Ord. 171 §1, 1994)

2.10.020 Cancellation of election. If the only matter before the voters is the election of office and if, at the close of business on the nineteenth day before the election, there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent, the clerk, if instructed by resolution of the governing body either before or after such date, shall cancel the election and by resolution declare the candidates elected. Upon such declaration the candidates shall be deemed elected. Notice of such cancellation shall be published, if possible, in order to inform the electors of the municipality, and notice of such cancellation shall be posted at each polling place and in not less than one other public place. (Ord. 196 §2, 1998: Ord. 171 §2, 1994)

Chapter 2.12ELECTED OFFICIALSSections:

- 2.12.020 Base salaries.
 2.12.030 Cost of living increases.

2.12.020 Base salaries.

It is established that the base salary for the following offices shall be as designated:

- | | | |
|--------------------------|--------------|----------|
| A. Town Clerk/Treasurer | \$ 38,672.00 | Annually |
| B. Town Attorney | 210.00 | Per Hour |
| C. Municipal Judge | 2,400.00 | Annually |
| D. Municipal Court Clerk | 1,200.00 | Annually |

(Ord. No. 292, § 1, 12-20-2016)

Editor's note—Ord. No. 292, § 1, adopted Dec. 20, 2016, repealed the former § 2.12.020, and enacted a new 2.12.020 as set out herein. The former 2.12.020 pertained to similar subject matter and derived from Ord. 285, § 1, 12-15-2015.

2.12.030 Cost of living increases.

It is ordained that the base salary may be adjusted yearly at the first regular meeting held in January of each calendar year hereafter to reflect a cost of living increase except for the town attorney. The cost of living increase shall range from zero percent to ten percent. (Ord. 110 §3, 1983)

Chapter 2.16PARK AND TREE BOARD*

Sections:

- 2.16.010 Board created.
- 2.16.020 Composition.
- 2.16.030 Duties of the board.
- 2.16.040 Special contracts, labor and services.
- 2.16.050 Park, tree and recreation cash funds.
- 2.16.060 Reserved.
- 2.16.070 Reserved.
- 2.16.080 Park and community center reservation fees.

2.16.010 Board created.

There is hereby created a park and tree board, subject to state statutes.

(Ord. No. 268, 6-4-2013)

2.16.020 Composition.

A. The board shall consist of five members who shall be appointed by the La Veta Town Board of Trustees, which two members, may be chosen from the surrounding area.

B. Three board members shall be appointed to serve a four-year term and two board members shall be appointed to serve a two-year term. In 2013 two members will serve a two-year term to expire on December 31, 2014 and subsequent terms will be for four-year terms, so that the terms will be overlapping. The town board of trustees shall advertise for letters of interest every two years, for four-year terms.

C. All vacancies shall be filled for the unexpired term by the town board of trustees, through a process of letters of interest. Should the vacancy be filled for the remainder of the term and the person appointed to finish out the term wishes to be re-appointed, they shall submit a letter of interest to the town board of trustees for consideration.

* Prior to the reenactment of Ch. 2.16 by Ord. No. 268, said chapter was repealed by Ord. No. 270, adopted June 4, 2013. The former Ch. 2.16, §§ 2.16.010--2.16.080, pertained to similar subject matter and derived from Ord. No. 86 and Ord. No. 145 (part), 1985.

B. Administer the budget set by the board of trustees of the town.

C. Submit an annual report of the previous year's accomplishments and funds spent.

D. The board shall hold regular meetings as needed and may hold special meetings at such other times as the board may deem necessary. All meetings shall be posted at least twenty-four hours in advance of any such meeting held.

E. A chairperson shall be elected by vote of the board from among its own membership. The chairperson shall be voted on in January of each year.

F. The majority of the voting members of the board shall constitute a quorum for the transaction of any business.

(Ord. No. 268, 6-4-2013)

2.16.030 Duties of the board.

A. Provide rules and regulations relating to the parks and outdoor recreation facilities and projects which are necessary to carry out its purposes.

B. Submit a budget to the budget officer every year.

C. Submit an annual report of the current years accomplishments to the town board of trustees in September of each year.

D. Administer the budget set by the town board of trustees.

E. Submit a tentative one-year plan of proposed projects by September of each year to the town board of trustees. This plan must include a list of all trees that are considered for trimming, planting or removal. The plan must be approved by the town board of trustees before any work can begin. Any proposed changes to the original submitted plan must also be approved by the town board of trustees.

F. Minutes from each meeting must be presented to the town board of trustees.

(Ord. No. 268, 6-4-2013)

2.16.040 Special contracts, labor and services.

The board does not have the authority to hire or engage employees. It does have the power to contract with independent contractors for short-term projects as long as the contractors are licensed in the town of La Veta and hold a current and valid business license. All monetary labor shall go through town board approval.

(Ord. No. 268, 6-4-2013)

2.16.050 Park, tree and recreation cash funds.

A. All budgeted, donated or raised funds for the park and tree board will be earmarked and placed in the general fund to be used for the park and tree board expenses.

B. In its annual budget request to the town board, the park and tree board shall clearly show the allocation of funds used for park and recreational purposes, operations, acquisitions, construction and other purposes. (Ord. No. 268, 6-4-2013)

2.16.060 Reserved.

2.16.070 Reserved.

2.16.080 Park and community center reservation fees.

Fees for park and community center reservations shall be established by resolution of the board of trustees. (Ord. No. 251, § 2, 6-16-2009)

Chapter 2.20

SPANISH PEAKS REGIONAL PLANNING COMMISSION

Sections:

- 2.20.010 Plan adoption.
- 2.20.020 Powers and duties.
- 2.20.030 Membership.

2.20.010 Plan adoption.

The board of trustees adopts a plan to cooperate with other political subdivisions in the creation of the Spanish Peaks Regional Planning Commission as provided for in Chapter 106, Article 2, Colorado Revised Statutes 1953, as amended, and further adopts the recommended rules, regulations, plan of organization and operation of the Spanish Peaks Regional Planning Commission as set forth in the "Rules of Association" adopted by the official representatives of the several counties, cities and towns cooperating in the organization of the Spanish Peaks Regional Planning Commission dated February 23, 1972, which by reference thereto is expressly made a part of this chapter. (Ord. 69 §1, 1972)

2.20.020 Powers and duties.

The Spanish Peaks Regional Planning Commission shall have the function, powers and duties which are prescribed by law. (Ord. 69 §2, 1972)

2.20.030 Membership.

The membership from the town of La Veta shall consist of one member appointed by the mayor of the town. (Ord. 60 §3, 1972)

Chapter 2.24SOCIAL SECURITY SYSTEMSections:

- 2.24.010 Purpose.
- 2.24.020 Extension of coverage to certain employees and officers.
- 2.24.030 Payroll deduction system.
- 2.24.040 Appropriation from general fund.
- 2.24.050 Agreement with state.

2.24.010 Purpose. As the 38th General Assembly of the state, in regular session, enacted Chapter 237, 1951 Session Laws, (now known as CRS 111-7, 1963, as amended) to enable political subdivisions of the state to voluntarily take all action necessary to effectuate coverage of certain employees and officers under the Old-age, Survivors, Disability, and Health Insurance System pursuant to Section 218 of Title 11 of the Social Security Act, as amended, and, as the Division of Employment of the Colorado Department of Labor and Employment is the designated authority to implement and administer the State Public Employees' Social Security Program to provide for the coverage of certain employees and officers under the said Old-age, Survivors, Disability, and Health Insurance System, it is ordained by the board of trustees that the extension of the Social Security System to certain employees and officers of the town will be of great benefit, not only to these employees of the town by providing that certain employees and officers may participate in the Old-age, Survivors, Disability, and Health Insurance System, but will also be of great benefit to the town by enabling it to attract and retain in employment the best of personnel and thus increase the efficiency of its government. (Ord. 66(part), 1971)

2.24.020 Extension of coverage to certain employees and officers. The town is authorized to execute and deliver to the Division of Employment of the Colorado Department of Labor and Employment, a plan, or plans, and agreement, required under Section 5 of said enabling act and the Social Security Act, to extend coverage to certain employees and officers of the town and do all other things to effectuate coverage of certain employees and officers under the Old-age, Survivors, Disability, and Health Insurance System. (Ord. 66(part), 1971)

2.24.030 Payroll deduction system. The clerk is authorized to establish a system of payroll deduction to be matched by payments by the town to be paid into the

contribution fund of the state through the Division of Employment of the Colorado Department of Labor and Employment, and to make charges of this cost to the fund, or funds, from which wage or salary payments are issued to employees of the town. Such payments are to be made in accordance with the provisions of Sections 3101 and 3111 of the Federal Insurance Contribution Act of 1954 on all services which constitute employment within the meaning of that act. Payments made to the Division of Employment of the Colorado Department of Labor and Employment shall be due and payable as the Division may require, and such payments which are delinquent shall bear interest at the rate of six percent per year until such time as payments due are made. (Ord. 66(part), 1971)

2.24.040 Appropriation from general fund.

Appropriation is made from the general fund of the town in the required amount to pay into the contribution fund as provided in Section 5(C)(1) of the enabling act and in accordance with the plan, or plans, and agreement. (Ord. 66(part), 1971)

2.24.050 Agreement with state.

Authority is given to the mayor and the clerk to enter into an agreement with the Division of Employment of the Colorado Department of Labor and Employment, which agreement shall be in accordance with Colorado Revised Statutes 111-7 1963, as amended, and with Section 218 of Title 11 of the Social Security Act. Such plan and agreement shall provide that the participation of the town shall be in effect as of December 1, 1970. (Ord. 66(part), 1971)

Chapter 2.25

MUSEUM BOARD

Sections:

- 2.25.010 Powers and duties.
- 2.25.020 Composition of board.
- 2.25.030 Term of board members.
- 2.25.040 Organization of board.
- 2.25.041 Museum director.
- 2.25.050 Vacancies on the board.

- 2.25.060 Removal or resignation of members from the board.
- 2.25.070 Meeting requirements.
- 2.25.080 Fees.

2.25.010 Powers and duties.

The museum board, hereinafter referred to as the Francisco Fort Board (FFB), shall be an advisory board which shall assist in the development and direction of the Francisco Fort Museum, as an educational facility for the Town of La Veta. The FFB shall formulate and recommend to the town board of trustees, policies and procedures relating to the following areas in conjunction with the operation of the Fort Francisco Museum:

- To recommend candidates to the town board of trustees for appointment to the FFB and to recommend candidates for employment by the town as museum director and/or other positions as may be proposed by the FFB and approved by the town board of trustees;
- The receipt, acceptance and disposition of artifacts and other items given or loaned to the town for use or display;
- The receipt, acceptance and disposition of gifts given for the improvement of the facilities;
- Long term, annual and seasonal operating and maintenance plans for the Fort Francisco Museum;
- Preparation of an annual budget reflecting proposed revenues and expenses for the operation of the FFB as well as the museum facility.

(Ord. No. 255, § 1, 2-16-2010)

2.25.020 Composition of board.

The FFB shall consist of seven members, duly appointed by the town board of trustees. Members shall be at least eighteen years of age and a citizen of the United States of America.

(Ord. No. 255, § 1, 2-16-2010)

2.25.030 Term of board members.

The term of service for members appointed to the FFB shall be two years, with the exception that in the year 2010 the town board of trustees shall appoint four members to three-year terms and the remaining three members to two-

year terms in order to provide continuity on the FFB in future years. All appointments in successive years will be for two-year terms.

(Ord. No. 255, § 1, 2-16-2010)

2.25.040 Organization of the board.

The FFB shall maintain, at a minimum, a chairman, secretary and treasurer, who shall be chosen in a manner consistent with operating policies adopted by the FFB. It shall be the duty of the secretary to, at a minimum, provide the town board of trustees with a copy of the approved record of proceedings for all FFB meetings. It shall be the duty of the treasurer, at a minimum, to coordinate with the town clerk, procedures for the collection, disbursement of and accounting for funds collected by or assigned to the FFB.

(Ord. No. 255, § 1, 2-16-2010)

2.25.041 Museum director.

It shall be the duty of the FFB to facilitate the employment by the town board of trustees of a museum director; who shall administer the policies and procedures for the operation of Fort Francisco Museum under such job description as shall be set forth by the FFB and approved by the Town of La Veta Board of Trustees.

(Ord. No. 255, § 1, 2-16-2010)

2.25.050 Vacancies on the board.

In the event of a vacancy on the FFB, it shall be the duty of the FFB to inform the town board of trustees of such vacancy and recommend candidates to fill said vacancy. Members appointed to fill vacancies for reasons other than the expiration of a term, shall assume the term of the member they replace.

(Ord. No. 255, § 1, 2-16-2010)

2.25.060 Removal or resignation of members from the board.

A member of the FFB may only be removed by majority vote of the La Veta Town Board of Trustees. Members may resign at any time by giving written notice to the chairman of the FFB or to the La Veta Board of Trustees.

(Ord. No. 255, § 1, 2-16-2010)

2.25.070 Meeting requirements.

A regular meeting of the FFB shall be held monthly on a day and at a time recommend by the FFB and set by resolution of town board of trustees. Said meetings shall be posted in the area designated for public postings for the Town of La Veta. Special meetings may be called by the chairman of the FFB, with proper public posting being made and notification given to FFB members as per FFB operating policies.

(Ord. No. 255, § 1, 2-16-2010)

2.25.080 Fees.

Fees set in association with the operational policies and procedures recommend by the FFB and approved by the town board of trustees, shall be set and or altered by resolution of the town board of trustees and included in the fee schedule of the Town of La Veta. It shall be the responsibility of the FFB to provide for the collection and remittance of fees to the town as per the plan of operation recommended by the FFB and approved by the board of trustees.

(Ord. No. 255, § 1, 2-16-2010)