

AGENDA REQUEST INSTRUCTIONS

The Town of Granby Board of Trustees meets on the second and fourth Tuesdays of each month at 6:00 PM in the Board Chambers in Town Hall. Workshops sometimes begin at 5:30 PM. All meetings are open to the public. Public comment is allowed on most scheduled agenda items at the time scheduled.

A Board Meeting Agenda is posted at least 24 hours in advance at the Town Hall, Liberty Savings Bank, Grand Mountain Bank, Credit Union of the Rockies, Granby Post Office, SilverCreek Post Office and on the Town's website at www.townofgranby.com. A yearly schedule of the Town's meetings is also posted on the Town's website.

Unscheduled Public Comments:

There is always a period of time scheduled for Unscheduled Public Comments. You may show up during this time or you may submit a requests to appear before the Board to the Town Clerk using the attached form which will be placed on the agenda as a "first-come, first-served" basis and the requestor will have a three (3) minute limitation. No action will be taken relative to items on the Unscheduled Public Comments portion of the agenda other than referral for information and will brought back, if needed, to a future meeting.

Scheduling an Agenda Item:

Members of the public desiring to present matters to the Board on the agenda must submit a request in writing to the office of the Town Clerk by the Monday, one week prior to the meeting by 4:30 PM. You may drop off the request in person to the Town Hall, mail to Town of Granby, Attn: Town Clerk Deb Hess, CMC, PO Box 440, Granby, Colorado 80446, or by e-mail to dhess@townofgranby.com. The request forms are located at the Town Hall Front Desk, in the Town Clerk's office and on the Town's website along with this information. The Town Clerk will confirm with the individual that the request was received and notify them of the date when their request will be scheduled on the Board agenda. Submitting an agenda request does not automatically mean that your item will be placed on the next meeting's agenda as there are limited items which can be heard by the Board. The Town's public hearings are given priority.

The request must be submitted with any documents you plan to present to the Board. Please submit one unstapled, one sided copy. The Clerk will scan the document into the Board's packets.

Item requests may be referred to appropriate staff for mediation prior to being placed on the agenda.

If you wish to use the audio/visual equipment, you will need to provide your own laptop and make arrangements with the Town Clerk on the Monday one week prior to the board meeting.

Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda and should be forwarded to the Town Manager.

Decorum is mandatory.

Town Clerk Deborah K. Hess, CMC
PO Box 440
Zero Jasper Avenue
Granby, CO 80446
970-887-2501 ext. 201
dhess@townofgranby.com
Town's website: www.townofgranby.com