

ORDINANCE NUMBER II.

AN ORDINANCE CONCERNING OFFICERS AND THEIR DUTIES.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF ARRIBA,
STATE OF COLORADO:

ARTICLE ONE.

TOWN OFFICERS.

Section One:- The officers of this Town shall be:

First:- The elective officers prescribed by law, consisting of a Mayor, who shall be elected annually, and six trustees, who shall be elected bi-ennially in the manner by law provided.

Section :- The appointive officers to be elected and appointed by the Board of Trustees, to-wit: Town Clerk and Recorder, Town Treasurer, Street Supervisor, Town Marshal, Police Magistrate and Town Arrorney, who shall hold their respective officers for the period of one year, unless removed for cause, until their successors are duly elected and qualified; all such officers shall be appointed by the Board of Trustees by ballot by a majority vote of all the members thereof at the first regular meeting held after the annual town election, or as soon thereafter as may be;

Section Two:- Officers of the Town shall have such powers and perfrom such duties as are now or hereafter may be prescribed by the laws of this State and the ordinances and resolutions of this

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Town, and shall further preform any additional duty or duties required by the Board of Trustees, and shall be subject to the control and orders of the Mayor and Board of Trustees, and may be removed by a majority vote on charges of incompetency, unfitness, neglect of duty or insubordination duly made and sustained.

Section Three:- In case of the death, resignation or removal for cause of any officer the term of his office, the Board of Trustees, by a majority vote of all its members, may elect and appoint from among the qualified electors of the Town a suitable person to fill such vacancy who shall hold the office until the next municipal election, or regular period for filling offices as herein provided.

Section Four:- Each officer before entering upon the duties of his office shall take and subscribed an oath to support the constitution and laws of the United States and of the State of Colorado, and the ordinances of the Town of Arriba; in all cases where, by law or ordinance or resolution of the Board of Trustees, a bond is required of any such officer, he shall make and execute to the Town of Arriba a bond in such sum as is required with two or more good and sufficient sureties, to be approved by the Board of Trustees, conditioned for the faithful performance of all duties pertaining to such office, the proper care of all money or property of the Town coming into his hands and the proper accounting for or delivery of the same.

ARTICLE TWO.

POWERS AND DUTIES OF OFFICERS.

Section One:- The Mayor shall be a general peace officer of the town and shall have such powers and perform such duties as now are or hereafter may be prescribed by law or ordinance. He shall have general supervision over all Town Officers and shall see that they respectively perform their duties. He shall, when the Board of Trustees is not in session, appoint such Deputy Town Marshals or special Police Officers as he may deem necessary to preserve good order and protect the citizens of the town and their property. In the election of the Officers herein provided, he shall not vote except in the case of a tie. He shall sign all bonds, warrants, contracts and instruments of and concerning the business of the Town. the Board of Trustees may appoint one of their number Mayor Pro Tem who shall be entitled to act as Mayor in case the Mayor is absent

from the city, or is, for any other reason, temporarily unable to²³
perform the duties of his office.

Section Two:- The Town Clerk and Recorder shall have the custody of the Town Seal and of all laws, ordinances, papers and records of the city. He shall keep a correct journal of all proceedings of the Board of Trustees, and shall engross all ordinances, resolutions and by laws, passed by the Board of Trustees in a separate book to be kept for that purpose, and shall have all ordinances duly published and require and preserve proof of the same and properly file and preserve the same. He shall keep on file in his office all papers, contracts, bills, ordinances, claims, correspondence and petitions and shall properly classify, index, file and preserve the same, together with all books of record and books of account to be kept, and shall not permit any of such papers or records to be removed from his office without the written consent of the Mayor. He shall have such powers and perform such duties as now are, or hereafter may be prescribed by law or ordinance, and shall perform such other duties as the Board of Trustees shall direct. Before entering upon the duties of his office, he shall execute to the Town a bond in the sum of Five Hundred (\$500.00) Dollars. He shall make a monthly report of all moneys collected by him and paid over by him to the Town Treasurer, which reports shall be filed at the end of each calendar month. He shall pay to the Town Treasurer all moneys collected by him during any month upon the first day of the succeeding month and oftener if the Board of Trustees shall so direct.

Section Three:- The Town Treasurer shall be custodian of all funds belonging to the Town and shall pay out no money belonging to the Town except upon orders or warrants drawn by the Town Clerk and Recorder and signed by the Mayor and which shall designate the particular fund upon which the same is drawn. Upon payment of any such order or warrant he shall immediately cancel the same and preserve it on file as a voucher. Upon payment of any note, bond or obligation of the Town he shall mark the date payment thereon and shall properly cancel and file the same. He shall make a monthly report to the Board of Trustees upon the last day of each month showing all moneys received and paid out during said month and for what purpose, and showing the amount of money on hand in each fund, and he shall, when directed, make such further reports as the Board of Trustees shall require. At the close of each fiscal year he shall

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make, file and publish a full report of all receipts and disbursements during the year including all outstanding debts due to and from the Town property classified. He shall keep any and all books and records required by the Board of Trustees. Before entering upon the duties of his office, he shall execute to the Town a bond as required by law in the sum of Five Hundred (\$500.00) Dollars. He shall keep all moneys belonging to the Town on deposit at such place or places as shall be designated by resolution of the Board of Trustees, and in case the Board of Trustees shall not so designate a depository, then at some Bank of his own selection.

Section Four:- The Police Magistrate shall be a general peace officer of the Town and shall have such powers and perform such duties as now are or hereafter may be provided by law or ordinance. It shall be his duty to see that all ordinance affecting the public peace, safety and welfare are enforced. He shall file monthly reports of all money collected and paid to the Town Clerk and shall, on the last day of each month, pay to the Town Clerk all moneys in his hands. Before entering upon the duties of his office, he shall execute to the Town a bond in the sum of Five Hundred Dollars. The Police Magistrate shall be an elector of the Town of Arriba. In case the Police Magistrate is temporarily absent from the Town or is unable to perform the duties of his office the Board of Trustees may appoint a Justice of the Peace or suitable person to act as Police Magistrate during his absence or disability.

Section Five:- The Town Marshal shall have general charge and supervision over all Deputy Marshals and special police officers of the Town. He shall prosecute all persons violating any ordinance of the Town, and shall enforce all laws and ordinances and be vigilant to detect and punish any breach of the same. He shall attend all meetings of the Board of Trustees. He shall attend all fires and prevent the loss or destruction of property and preserve the peace. It shall be his duty to see that all persons liable to pay or have any license or permit, shall take out the same as by ordinance required. He shall serve all writs, processes, orders and notice to him directed, and shall be allowed therefor the same fees that are allowed constable in Lincoln County for similar services. He shall have such powers and perform such duties as are or may hereafter be by law, ordinance, resolution or order of the Board of Trustees provided. Before entering upon the duties of his office, he shall execute

a bond to the Town in sum of One Thousand (\$1,000.00) Dollars. 25

Section Six:- The Town Attorney shall be the general legal advisor of the Board of Trustees and of all Town Officers in matters pertaining to the Town business. He shall appear for the Town in all actions, suits or proceedings to which the Town may be a party and prosecute or defend as the occasion demands. He is authorized to make all necessary affidavits, execute bonds and other instruments in writing necessary to the proper conduct of any suit or proceeding to which the Town is a party and to make and prosecute appeals in all cases in which the interests of the Town demands such action. He shall draft all ordinances, contracts and other instruments necessary to the conduct of regular Town business.

Section Seven:- The Street Supervisor, under the direction of the Board of Trustees, shall personally superintend all public works in the Town in laying out, establishing, altering, grading, surfacing or otherwise improving any street, alley or public ground, side walk, curb or gutter, and also the construction, improvement and repair of all ditches, drains bridges and culverts and shall have charge over all streets and improvements thereon, and all the foregoing structures and shall keep the same in good order and repair. He shall have such powers and perform such duties as now are or hereafter may be prescribed by law, ordinance, resolution or order of the Board of Trustees.

ARTICLE THREE.

COMPENSATION OF OFFICERS.

Section One:- The Town Clerk and Recorder shall receive as compensation for his services as Town Clerk and Recorder a salary of Ten (\$10.00) Dollars per month.

Section Two:- The Town Treasurer shall receive as compensation for his services as Town Treasurer, ^{two} per cent. of all moneys collected by him.

Section Three:- The Street Supervisor shall receive as compensation for his services as such the sum of (\$4.00) Dollars for each day when he is so employed.

Section Four :- The Police Magistrate shall receive as compensation for his services as such all fees earned by him in cases brought before him under the ordinances of the Town, when collected from the defendant, but in no case shall the Town be liable for payment of any fees in any case in the Police Magistrate's Court.

Section Five:- The Town Marshal shall receive as his compensation as such all fees collected by him for impounding stock, and for his services in the Police Magistrate's Court and in serving processes, the same in all cases to be collected from the defendant and the Town in no event to be liable for the payment thereof.

Section Six :- The Town Attorney shall receive as compensation for his services as legal advisor for the Town and for drafting ordinances and instruments in writing and giving his opinion to the Trustees of Town Officers on matters of Town business, the sum of One Hundred (\$100.00) Dollars per year. For his services in all suits and proceedings, in any Court where the City is a party, he shall receive such additional compensation as the Board of Trustees shall determine.

Passed and adopted, signed and approved

this 2th day of June, A.D. 1919.

John Free
Mayor.

Attest:

W. H. Willenkamp
Clerk and Recorder.

ORDINANCE NUMBER 12.

CONCERNING THE ISSUING OF LICENSES FOR HAWKERS AND PEDDLERS.

Be it ordained by the Board of Trustees of the Town of Arriba, in the county of Lincoln, State of Colorado.

Section One:- That it shall be unlawful for any person to pursue the occupation or avocation of hawker or peddler within the limits of the Town of Arriba without having first obtained a license or permit therefor; and if any person so licensed shall violate any of the provisions of this ordinance he shall be liable to be procee-