WORKSESSION
TOWN OF QUARTZSITE
MEETING OF THE COMMON COUNCIL
MONDAY, JUNE 24, 2013, 9:00 AM

CALL TO ORDER: 9:05 a.m.
- Vice Mayor Jewitt called the Work Session to order.

INVOCATION:
No Invocation given

ROLL CALL: **Roll Call.**
Present: Vice Mayor Jewitt, Council Member Crooks, Council Member Orgeron, Council Member Scott, Mayor Foster was in attendance for the second part of the meeting and Council Member Workman was in attendance for more than half of the meeting.

ABSENT:
Mayor Foster was present for the second part of the meeting, Council Member Kelley, Council Member Workman – present for more than half of the meeting.

STAFF PRESENT: Town Manager Laura Bruno, Town Clerk Terry Frausto, Assisting Town Clerk Tina Abriani, Attorneys Kelly Schwab & Patricia Ronan

PLEDGE OF ALLEGIANCE:
Led by Mary Scott, said by all.

WORK SESSION
- Presentation of Open Meeting Law by Attorneys Kelly Schwab and Patricia Ronan.
- Review of the Open Meeting Law
- Holding a meeting
- Meeting in private and what can be talked about during executive sessions
- How to have an actual meeting
- Telephonic meeting attendance
- Can the chair of the meeting attend by conference call? Answer: yes, but it is awkward.
- What is a serial meeting? Answer: Less than a quorum is present, the session is held with other members of the public body and then it becomes enough to constitute

a quorum.

- Emails and violating open meeting laws
- Can one council member invite all the council to a function at his home? Answer: it is not a meeting, you dont have to post it and council members must avoid a quorum gathering, to avoid a perception of impropriety.
- Emails
- Social Media
- Media and expressing opinions
- Attending other meetings
- How to have a legal meeting
- Posting the meeting
- If the website is down
- Jurisdictional Boundaries
- What must be on the agenda
- Agenda options
- Call to the Public is not legally required to be on the agenda
- A member of the public should not turn and speak to the audience
- Can the public body discuss items not on the agenda? Answer: No
- Agenda items have to be sufficient or adequate to advise the public of the item.
- What is considered a public body?

Council Member Workman joined the meeting at 10:00 am

- Violations
- If the mayor adjourns the meeting can it be reopened?
- Can you delay a meeting until a council member arrives? Answer: Yes.

Break at 10:19 a.m.

- **Reconvene 10:32 a.m.**
- Meeting called and less than a quorum is present
- Roberts Rules of Order
- Conflicts of interest

Mayor Foster joined meeting 10:44 a.m.

- Appearing in your personal capacity
- What are divided loyalties?
- Public Records
- Who is the official custodian of public records?
- What can be written on Town Letterhead that is not public record? Answer: Communications between the Town Attorney and the client that contain confidential medical information. The document could be redacted.
- Are the videos from security cameras on town property public records? Answer: generally yes, but there may be exceptions.

- How long are they kept? Answer: The State Library & Archives sets schedules for records retention. Security camera tapes are not permanent. Records retention on video and audio tapes need only be maintained for the length of time it takes to record them over, unless there is a reason to retain them, such as an incident.
- Public records requests, with regard to reasonable time, depend on what is asked for and how accessible the material is.
- Confidentiality with regard to public records requests
- When to forward emails to the town clerk.

ADJOURNMENT: **11:09 a.m.**

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of June 24, 2013, of the Town Council of Quartzsite, Arizona, I further certify that the meeting was duly called and held and that a quorum was present.
DATED this 9th day of July 2013

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor