



**TOWN OF MAMMOTH
MINUTES OF A WORK SESSION
OF THE MAMMOTH TOWN COUNCIL
HELD ON
JANUARY 21, 2021**

**These are the Minutes of a Work Session held by the Mammoth Town Council
On January 21, 2021 pursuant to the notice required by Law.**

1. **CALL TO ORDER** – This meeting was called to order at 6:04PM by Mayor Armenta
2. **PLEDGE OF ALLEGIANCE** A. Martinez
3. **ROLL CALL**

PRESENT MEMBERS

Mayor Armenta
Vice Mayor Martinez
Councilman Adams
Councilman Anaya
Councilman Brewer
Councilman Bustamante
Councilman Martinez

PRESENT STAFF

Attorney S Cooper
Town Manager J Schempf
Town Recorder S Christiansen

ABSENT MEMBERS

Call in at: 1877-309-2073 Access Code: 777588965#

This work session is to discuss Streamlining the Council Meetings and Procedures for Conducting a meeting.

1. **Change meeting time to 6PM**---After discussion it is determined that the 7 PM start time will stand. Possible to have work sessions starting at 6:30 for those with questions concerning the agenda who could not discuss these questions during business hours with the Town Manager. If this is considered there must also be allowance made for those who do not attend, not to be counted as a Recorded Absence for the Council Meetings.
2. **Change Call to the Public** from beginning of meeting to the end of meeting---After discussion it is determined that Call to the Public will remain at the beginning of the meeting (this is their time to speak of matters upcoming on the agenda for that night). Mayor and Council Comments will be moved to the end of the meeting prior to adjournment for any comments or information that was not presented within the meeting.
3. **Mayor Controls the meeting**---Mayor will acknowledge Councilmembers right to speak and only that Councilmember will speak, then will yield back to the Mayor for any further comments. Only the Mayor or person appointed by the mayor will address responses to Council Members.
4. **Limit Agenda Items to 10 minutes of discussion**----This will be a time frame to shoot for but not be held to. Some items may need more time for consideration and comments. (Look at this as a timeline when filing agenda action forms. Consider each form, 10 minutes of a meeting. Prioritize action agenda forms in the order of importance to the town or residents.) Contact

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person filing agenda action form should that item not appear on the agenda. List why it was not placed and if needed when it will be placed on a future agenda. Some items may be taken care of by a Study Session or meeting with Town Manager.

5. Oral Reports limited---If written reports can be placed on-line with the meeting agendas for the public to view, this could be done as a Consent Agenda Item. Should Council so request a department head may be asked to be present for an Oral Report being limited to New Information or a Q & A if needed.
6. Council Packets posted with agenda for the public view. Does not need to include Caselle or bank statements, nor any personal or confidential information. However, all public information that anyone can come and get a copy of, should be made available to the public if it concerns an item that will be approved or voted on.
7. Check Register for the Council Packets-All checks issued over \$1000.00 information should contain ck #, Date, Amount, Payee, Account information (what was it for?) If it is payroll, only list ck#, Date, Amount and PR in place of Payee. Also, to be included in council packets would be copies of the credit card statements being paid for that month, showing what was purchased (for council only).
8. Possibility of broadcasting the meetings live on a type of social media for those who can not attend the meetings in person. Not interactive just video. Or we could continue to open the phone lines for listeners of the meeting. Ultimately, we would like to get our meetings to more of the public.
9. Invocation needed, keep it short 3-4 minutes, offer it to all denominations. Someone different each meeting. If one is not available, you may appoint a member of Council to do it. Please place on agenda for further discussion and to direct staff on moving forward.
10. Roberts rules of order get a copy for the Town Hall, John to investigate the short version for each member. There is even a book for dummies.
11. Weed Spray Company—determination is that it is cheaper to spray than to cut, also the company has the licenses for the use of the chemicals needed. Also, when speaking of spraying as a curtesy, they are speaking of the area that is covered by ADOT off Highway 77. They do this without charge. Please submit list of areas to be sprayed each time to all Council Members.

78. **ADJOURN**

Motion is to adjourn meeting at 6:52 PM

Motion by: Mayor Armenta

Second by: Vice Mayor Martinez

Motion Passed Vote 7-0

I certify that the preceding is a true and correct copy of the Town of Mammoth Council Meeting held January 21, 2021. I further certify that the meeting was duly called and held.

John Schempf, Town Manager