

FINAL MINUTES

TUSAYAN TOWN COUNCIL STUDY RETREAT

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

JANUARY 11, 2012

Best Western Plus Inn North Lobby Meeting Rooms
2600 W. Route 66, Williams Arizona 86046

TOWN COUNCIL STUDY RETREAT MINUTES

1. ROLL CALL

Mayor Greg Bryan opened the meeting at 8 a.m. with the Pledge. Upon Roll Call was taken.

MAYOR BRYAN
VICE MAYOR MANIACI – absent

COUNCILMEMBER MONTOYA
COUNCILMEMBER RUETER
COUNCILMEMBER FITZGERALD

Also present: Town Manager Enrique Ochoa;
Municipal Management Consultant Dick Bowers
Town Attorney Bill Sims
Town Clerk Bill Sutton.

During the afternoon session, Administrative Assistant Debi Garver attended, taking over for Town Clerk Sutton.

2. STUDY RETREAT TRAINING

A. Bill Sims, Town Attorney used a power point to instruct on various matters regarding Open Meeting Law, and Ethics in Municipal Government. He also addressed a number of questions from Council.

Under Pillars of Government, Sims taught on the topics: Open Government; Unbiased Government; Responsible Government; and Efficient Government.

Open Government – Under Open Government the topics included: The Public's Information; Open Meeting Law; and Public Records Act

Unbiased Government – Under Unbiased Government the topics included: Public Service and Ethics Law; Conflicts of Interest; Identify a Conflict of Interest; Who is Subject?; Remote Interests; What Happens if there is a Conflict?; No Bribes or Extortion; Bribery; Extortion; Trading in Public Office; Sale of Public Office; Ban on Extra Compensation; Ban on Incompatible Employment; Entertainment; Whistleblower Protection; and Nepotism.

Responsible Government – Under Responsible Government Sims' topics included: Public Monies; City North Case; City North – Rules to Follow; and The Public Property.

Efficient Government – Under Efficient Government, the topics included: Council-Manager Form of Governance; Council-Manager Form of Governance; Interference

in Administrative Service; Why Preserve Council-Manager Form of Government; Try to Avoid Extremes; and Lessons Learned.

In Closing session one on Ethics in Government, Sims complimented the Council by saying, "People around the state notice what you're doing, and marvel at what you're doing. To do what you are doing is phenomenal. You have a great future ahead of you.

During part two of Sims' presentation, he taught on Open Meeting Law. He taught on topics including: Open Government; What is a Public Body; Advisory Committee; Exceptions; What is a Meeting?; Attending by Phone; Splintering the Quorum; Email Communications; Staff Emails; AG Opinion Regarding Communications to the Press; Public Actions; What is a Legal Action; Requirements for a Legal Meeting; Notice; Agendas; Meeting Pitfalls; E-Sessions; Who May Attend E-Sessions; Personnel Matters; Executive Session Purposes; Executive Session Pitfalls; Complaints and Violations; What is OMLET?; Failure to Comply with AG; and Consequences of Violations.

Sims also taught on posting of Resolutions and Ordinances and requirements.

B. Richard "Dick" Bowers, Municipal Management Consultant, taught on the following issues.

A. Overview of Municipal Functions and Organizational Structure

B. Challenges in New Municipalities

C. Goal Identification – as identified by Council members

a. Short Term

- i. Office setup
- ii. Policies & Procedures & Codes
- iii. Zoning Codes
- iv. Budget & process
- v. Transfer from County existing CUPs
- vi. Board of Adjustment or Hearing Officer

b. Long Term

- i. Communication to Community
- ii. Water
- iii. Housing Authority
- iv. WiFi
- v. Court System and Town Marshall

D. Priority Establishment Process

E. Strategic Plan Development

F. High Performance and Change Management

Note: Mr. Bowers will provide a full report back to Council with information from his portion of the retreat.

Mr. Bowers taught on long term goals and short term goals and the differences. He gave examples of the differences between political and administrative functions. He also taught on the following topics: Beware of Shadow Governments; Strategic Direction Cascades; Ethics and Values; Shared Values of Administrative and Political Functions; The Pygmalion Effect; Simpler the Better; Discuss the Undiscussible; and Shared Goals.

Each Council Member discussed why they chose to serve; what they want to accomplish with the retreat; and what they wanted to achieve in the future. The goals of Council for short term and long term were listed and prioritized.

At 11:55 a.m., Mayor Bryan called a recess for the lunch break. At 1:00pm, Council returned.

Mr. Bowers worked with the Council on their top 5 short and long term goals.

3. MOTION TO ADJOURN

Meeting adjourned at 3:00pm.

ATTEST: On this date, January _____, 2012.

Enrique Medina Ochoa, Town Manager

Greg Bryan, Town Mayor

Bill Sutton, Town Clerk