

MINUTES
SPECIAL MEETING
TOWN OF CASTLE VALLEY
TOWN COUNCIL
Monday, February 12, 2007
Community Building,
#2 Castle Valley Drive, Castle Valley, Utah

Council Members Present: Damian Bollermann, Valli Smouse, Jim Lindheim, Ranna Bieschke, Alice Drogin.

Absent: None.

Others Present: Vicki Kress, Rebecca Martin.

Call to Order: Meeting called to order by Damian Bollermann at 9:00 AM.

The purpose of the meeting was a phone training session with attorney Gerry Kinghorn on the Open Meeting Act.

1. Kinghorn noted new changes in the Open Meeting Act for 2006.
 1. Procedures for Public Hearings were not addressed in the Act.
 2. There are clear exceptions to the requirement that a meeting be an open meeting – chance or social meetings, or meetings for administrative purposes.
 3. Email discussions among officials are not covered yet in the Act.
 4. An electronic meeting can be conducted with a member at a remote location on the phone, who can vote on issues. An ordinance must be passed to make this possible.
2. Annual meeting dates should be published and posted every year.

3. Agendas need to be posted at least 24 hours before a meeting. No discussion or decision can be made on items not on the agenda. The Mayor sets the agenda unless the council changes this procedure with a resolution.
4. Meeting must be recorded but the written minutes are the official record. The minutes need to contain the members present, the basic discussion of each item, and any decision made on any item, including vote tabulation by Council members.
5. An Executive Meeting is a closed meeting and the Mayor needs to state why the meeting is closed and quote the code (52-4-205). An executive session does not have to be listed on the agenda.
6. Training meetings such as this one are not required to be open meetings, and no minutes need to be taken. No decisions are made, and no money is spent. Administrative meetings are also not considered to be open meetings as long as there are no votes or any spending of funds. If at an administrative meeting items come up that need to be voted on, they should be put on the agenda of the next meeting.
7. When signing the final minutes the clerk is just attesting to the Mayor's signature not the content of the minutes.

Adjournment: Meeting adjourned at approx 10:00 AM.

APPROVED: _____
Damian Bollermann
Mayor

ATTEST _____
Denise Lucas
Town Clerk