

December 11, 2020

Mayor,

Section 30.01 Meetings Of The Council; Time and Notice, of the Tontitown Municipal Code covers the requirements for the contents of the regular meeting informational packets and when these packets need to be posted or delivered. I have attached a copy of Section 30.01 to this email.

For regular city council meetings, the informational packets (agenda plus minutes, ordinances, resolutions reports and other supporting documents) are to be posted to the internet no later than 2 days prior to the regular meeting. See Section 30.01(D). There is also a provision for the delivery of hard copies of informational packets, but there is no time requirement for this to be done and it states that the hard copies will be placed in "mail slots." See Section 30.01(E). As I understand that there are no longer any mail slots, I think a revision to Sections (D) and (E) should be prepared to get these practices up to date.

As I understand it, the city posts the regular meeting agenda and the information packets to the city's website by Friday before the regular meeting. This meets the requirement of the code. As there are mail slots, the delivery of the hard copies of the informational packets can no longer be technically performed, but since there is a hard copy at each council member's chair for every meeting, I believe the intent of this section is met.

There are no specific requirements for the posting or delivery of packets for special meetings or COW meetings.

The law requires that a city council organize every January, and therefore it is appropriate to revise these code sections in the January meeting and make changes if necessary. I would recommend have a discussion about what changes should be made. At the very least, I recommend that we remove the requirement to place hard copies in mail slots. Since most people can access the internet easily, the city can just utilize the internet posting if that is desired.

I'm happy to help through the process.

Thanks,

Justin

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