

**(Corrected) MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
Wednesday AUGUST 12, 2009
6:30 p.m.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, Whatley, Baker, Roulette and German were present.

Also Present: Town Manager Michael Scannell, Town Marshal Dave Smith, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Kovacovich.

4. Discussion, consideration and possible acceptance of the Cost Allocation Plan and User Fee Study as well as possible adoption of changes to the current fee structure for the Town of Camp Verde. (Staff Resource: Michael Scannell)

On a motion by German, seconded by Garrison, the Council unanimously voted to accept the Cost Allocation Plan and User Fee Study prepared by Heinfeld, Meech & Co., P.C., and to direct staff to revise the Town of Camp Verde's fee structure pursuant to Council's direction regarding recommendations on the fees to change.

Town Manager Scannell reviewed the background of working with Heinfeld, Meech for the last two years, and the creation of the subject Cost Allocation Plan and the User Fee Study, the first such documents that have been developed for the Town of Camp Verde. **Brian Ritschel**, of the firm of Heinfeld, Meech, outlined how the figures were arrived at, clarifying the methodology employed. A detailed discussion with Mr. Ritschel on the proposed subject Plan and Study that he had prepared was held, including addressing the issues of the accounting documentation provided by staff, and the disparities between fees charged and recovery of costs. Concluding the discussion, It was generally agreed that it would save time to go back and request recommendations from the different department heads and staff in order to arrive at a consensus on raising or lowering some of the existing user fees to fair and just amounts.

5. Discussion, consideration and possible approval of the newly revised Personnel Policy and Procedures Manual. (Staff Resource: Dave Smith)

Council agreed to continue this item to the September 9, 2009 Work Session.

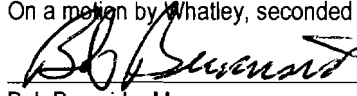
Marshal Dave Smith explained that in dealing with some personnel issues last year it was discovered that the current Personnel Manual was deficient in some respects. Pursuant to a request from the Town Manager to close those existing loopholes, and based on research during the past year, Smith said that the resulting draft Personnel Policy and Procedures Manual has been revised accordingly, and is submitted for review and approval by the Council. Smith commented that the document had been structured to provide easy reference; it will be a handbook, or guideline for the employees. Smith also pointed out some of the major categories and how they were changed and clarified. The Council was advised that the proposed document had been reviewed by all the department heads and approved by ~~the Town~~ an employment attorney.

The members commenced to discuss the document page by page with Smith, suggesting several changes in some of the wording, all of which Smith either agreed to change or explained the need to retain to support the provisions as stated. Among the several issues discussed were the definition of part-time work and discontinuing related benefits, and prohibiting the use of the Town vehicles for personal errands while on Town business. Smith was requested to also include in the document the information regarding the "Whistle Blower Hotline."

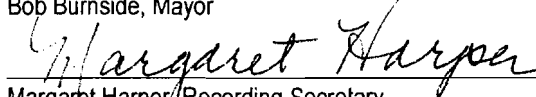
Because of the apparent need for more discussion time than anticipated, it was suggested that this item be continued to another meeting. In the interim, and for expediency, it was agreed that individual Councilors will discuss their questions directly with Marshal Smith in preparation for the next Work Session.

6. **Adjournment**

On a motion by Whatley, seconded by Baker, the meeting was adjourned at 10:07 p.m.



Bob Burnside, Mayor

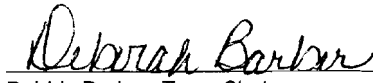


Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on the 12th day of August 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 3 day of September, 2009.



Debbie Barber, Town Clerk