

**MINUTES
PLANNING RETREAT
MAYOR and COMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room 106
May 4 & 5, 2007
5:15 p.m.**

**Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.**

1. Call to Order

Mayor Gioia called the meeting to order at 5:15 P.M.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, and Councilors Baker, Kovacovich, Parrish, Parry and Smith were present.

Also Present:

Interim Town Manager Dave Smith, Town Clerk Barber, and Deputy Clerk Jones

4. Working Together for the Future

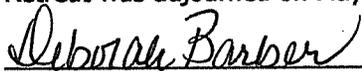
The Mayor introduced Lance Decker of Institute for Community Involvement who facilitated the Retreat. Mr. Decker led the discussion according to the Retreat Agenda and will provide a final report of the discussion, determinations, recommendations, and Council members' commitments to work together toward common goals. The final report becomes a permanent part of this record.

Council's final direction for staff to proceed included:

- Determine financing methods for the water company, and a public participation and education plan in order to somewhat mitigate the 'sticker shock' related to rate increases;
- Staff should become familiar with the Camp Verde Sanitary District IGA; become experts on Sanitary District operations; bring back information related to growth and expansion; and prepare a public participation and education plan similar to that needed for the water company purchase;
- SR 260 – stay abreast of the latest developments; work closely with the Town Engineer and ensure that he stays involved; and include updates in the Weekly Report. The Mayor suggested that a copy of his recent speech be sent to all State representatives and the Governor, though there was not a consensus from Council to do so.

5. Adjournment

Mayor Gioia recessed the Retreat at 9:00 p.m. and reconvened at 8:00 a.m. on May 5th. The Retreat was adjourned on May 5, 2007 at 12:00 p.m.



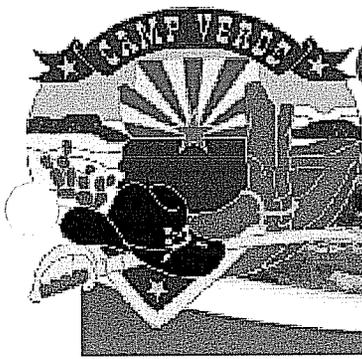
Deborah Barber, Town Clerk

CERTIFICATION

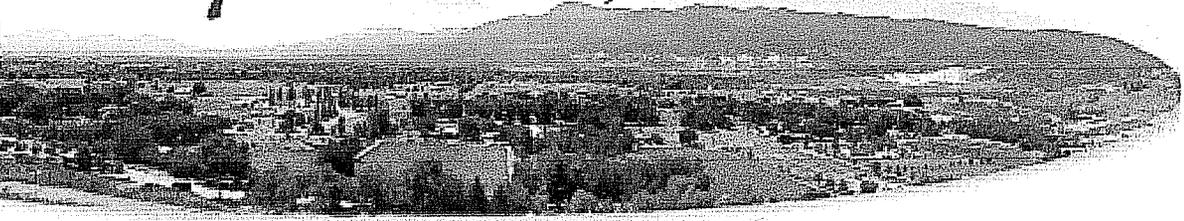
I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Planning Retreat of the Town Council of Camp Verde, Arizona held on the 4th and 5th day of May 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17 day of May 2007

Deborah Barber
Deborah Barber, Town Clerk



Camp Verde, Arizona



Camp Verde Mayor & Council Planning Retreat

Working Together for the Future

MAY 4 & 5, 2007
COUNCIL CHAMBERS
473 S. MAIN STREET, ROOM 106

“Tomorrow will be times of dramatic change for the Town of Camp Verde. That’s interesting, but how are we going to pay for it?”

Attendees:

Bob Kovacovich
Norma Garrison
Mike Parry
Howard Parrish

Tony Gioia
Ron Smith
Brenda Hauser
Jackie Baker

Dave Smith
Robert Johnson

Facilitation and Meeting Summary by: Lance Decker

▲ LL DECKER & ASSOCIATES, INC.
5135 North 41st Place, Phoenix, Arizona 85018-1664
Telephone 602.957.9659 · Fax 602.957.2260 · E-mail ldecker@lldecker.com

INTRODUCTION AND BACKGROUND

The Town of Camp Verde has undergone significant changes over the past few years. Growth and development are occurring at a brisk pace. Population has increased. The issues of water, natural resources, traffic, economic development, fiscal policy and even governance are now pressing the Mayor and Council for specific strategic direction. More changes are anticipated. A change in management has recently occurred, and the Camp Verde policy team needed to take stock of its direction and move forward.

It was decided to start this discussion with a planning session. The following data tables represent the product of these discussions held on May 4th and 5th, 2007.

OBJECTIVES FOR THIS SESSION

The objectives for today's meeting were:

- To discuss current issues affecting Camp Verde local government
- To identify productive ways for policy makers to collaborate with each other
- To develop the short-term actions needed to move into the future

AGENDA FOR FRIDAY EVENING

The agenda for the Friday evening session was as follows:

- Welcome and Opening Comments
- The Policy Team: What do we need to know about each other?
- Here's what I learned in my telephone calls
- The Discussion Model
- Working Dinner
- The Practical Guide to Policy-maker Roles & Responsibilities
- Discussion of specific barriers facing Camp Verde policy makers
- The 5 C's of Local Government Success:
- The Code of Cooperation & Responsiveness
- Observer Comments
- Closing Remarks & Meeting Evaluation
- Recess until 8:00 am, Saturday, May 6th

AGENDA FOR SATURDAY MORNING

The agenda for the Saturday morning session was as follows:

- Coffee & Conversation
- Reflections from the Previous Discussions
- What does Camp Verde face over the next four years?
- Goal Setting for 2007-2008
- How can we work together to move Camp Verde into the future?
- How will we communicate with each other?

- Break
- Planning for Action
- The Code of Cooperation & Responsiveness (revisited)
- Observer Comments
- Wrap-Up
- Closing Remarks & Meeting Evaluation
- Adjourn

PARTICIPANT CHECK-IN

In order to get participants centered on the agenda and topics, they were asked to identify themselves, disclose 1) what special knowledge others may not know, 2) what they believe about local government, 3) what values they believe they share, and 4) what values are not shared within the group. The following list of comments represents the groups' response:

Knowledge	Belief	What value do we share?	What value is not shared?
Bad spelling bugs me	Use common sense	Love of Camp Verde	Cooperation
Researcher	One voice can make a difference	Honorable	Trust
Straight forward	Accountability to citizens	The welfare of the community	The difference of what is good for some but not good for all
My wife is happy I am going off Council	If you are running for Council you are stupid	Common good for Camp Verde	I thought I could help my Town
If everyone contributes to the answer of an issue, everyone owns the solution; it brings us together with an answer Verde	Sometimes some of us act like you must agree with them. Nothing else is acceptable.	Local government is where our democracy works best and shows productivity for the community. It's where the rubber meets the road.	Our abilities to find the answer. We are responsible to the Citizens of Camp Verde
National sales manager for Union Carbide Corp.	Open progressive government	Western rural life style	The way to achieve goals
I have been married for almost 49 years	I believe that we should protect our history and natural	Love of Camp Verde	Growth that is responsible; protect our Verde River

	resources		
Sales, supervisory experience	To help citizens have a sound, good future	Best interest of the Community	Ways to proceed with the "best" interest
Art is a hobby	We work for the people	Quality of life for the community	Personal agendas and diversity
I read Time, Newsweek, newspaper for the last 30 years	Democracy – the will of the people... all the people	We all have values and goals that we would like to see come to fruition	To remind people water is more important than money

PRE-MEETING INTERVIEW RESPONSES

Prior to the May 4th workshop, the Mayor and Council were contacted by telephone and asked to describe the issues needing attention during the meeting. The following topics need attention:

- Growth v No Growth v Managed Growth
- Planning for Growth
- Systems of Governance
- Management Performance
- Main Street and Downtown Development
- Council / Manager Communication
- Pre-meeting Interview Responses

THE ISSUE DEVELOPMENT PROCESS

A standard part the LL Decker & Associates facilitation model, participants are asked to review in advance of the sessions the following Issue Development Process. We've found that this discussion process assures all have a voice ... and no one dominates the conversation.

Driving Question - One person with a good understanding of the topic is asked to describe, in two minutes or less, the particulars of the subject. During this period, he/she will introduce us to the issue, illustrate why this issue needs attention, and give the group an initial starting position for discussion.

Discussion - Participants are asked, "Who has a different position than the one just posed?" With that, others who may hold strong opinions can provide alternative points of view as to what is "at issue" and the kinds of actions that might advance the organization or resolve controversy. At this point there is no debate... just presentation of opinions about the topic and direction that might be appropriate. Participants are also asked to keep their comments to 30 seconds or less... termed a "thirty-second soapbox."

Questions and Concerns - When all participants have had an opportunity to describe the issues in their own terms, then a second round of discussion can occur that focuses on questions and concerns. Having listened to the differing opinions surrounding the topic or issues, participants are encouraged to raise questions and identify any concerns they may have about any of the recommendations presented by others. Again, debate is not an appropriate format at this point. Simply state the question and listen to the answer. Make comments directed toward the issue and not at other participants.

Alternatives - Once all have had an opportunity to speak, the group is challenged to summarize what they heard, and propose any alternatives that have not yet been suggested. Hopefully, through this process, new ideas and different possible solutions may have come to light that can overcome concerns and help the group reach a better recommendation. Again, individual debate should not be encouraged. Simply state the alternatives and the benefits from that alternative. It is unnecessary to disparage the recommendations or suggestions of others.

Possible Actions - Now, it's time to debate! When stating why one alternative is better than another, avoid comments that would be overly contentious or individually provocative. Personal attacks directed toward the wisdom of another's suggestions are not productive to the decision, and will extend and delay a decision. Challenge the group to state what actions they believe would be collectively supported and resolve the issue. "What actions will we take... or decisions might we make... to resolve the controversy or address the topic?"

Using this model, the group generated the following information, recommendations and directions. As with all public policy meetings of this type, no formal decisions were reached during the meeting, and any suggestions by the group are subject to formal Council discussion, consideration and action at a later time.

CRITICAL ISSUES FOR DISCUSSION

During the two days the policy team discussed the following topics:

Route 260 Issues	Money for infrastructure	Improve office space for employees
Wastewater <ul style="list-style-type: none"> • Assumption of sanitary district • Expansion of sewer • Sewer district – help completion of project; acquire • Sewer expansion • Finish sewer 	Water <ul style="list-style-type: none"> • Purchase of water company • Acquire water company • Water company purchase • Water company • Finance water company <purchase> 	Buy water <resources> <ul style="list-style-type: none"> • Future water rights • Keep the Verde River flowing •

<ul style="list-style-type: none"> • Sewer district 		
Parks <ul style="list-style-type: none"> • Obtain community park land • Regional park 	Growth and Growth Facilitate “smart growth” and find the revenue to support that growth	Tax base <ul style="list-style-type: none"> • Financial stability and sustainability
Establish / participate in regional transit system	Economic Development <ul style="list-style-type: none"> • Retail business • Promote downtown • Balance growth, housing, commercial, residential • Tourism expansion 	Quality of life issues <ul style="list-style-type: none"> • Providing services • Protection of natural resources • Retain historic places • Affordable housing • River trail system • Sense of place • It’s about our future – it’s about our kids!

RECOMMENDATIONS / DIRECTIONS

It’s hard for groups to make final recommendations during an intense but relatively short planning session. The recommendations in the table below should be labeled “tentative” and one of the short-term action plan items should be to confirm these decisions at a follow-up meeting.

What tentative recommendations did we make, today?
Staff will proceed to acquire the water company and determine how to pay for the acquisition.
Continue to acquire water <resources> rights
“I” separates us... “we” brings us together.
“Today, we have an opportunity to take a different path... a different road into the future. We are learning from this conversation and these interactions.”
Staff to propose (formulate) a public information plan on infrastructure acquisition
Staff to be fully appraised of sewer IGA and ACC responsibilities
Work with engineer regarding Highway 260; keep it on the top burner

PLANNING FOR ACTION

Action planning is a technique for creating concrete results from meetings. The first column describes the action or activity that must take place. Focus on deliverables like specific reports, outcomes from projects, decisions made, or actions completed.

The second column determines who, specifically by name, will make sure the action or deliverable gets done. They don't necessarily have to do the work themselves, but just need to be responsible for seeing it's done. Don't use titles, committees or "all of us" in this box... as a way of spreading responsibility. "When everyone is responsible... no one is responsible." When a person's name is in the box, they will feel personally responsible, and get the work done.

The third column is the delivery date. This should not be the date the activity will begin... or the date something will be in process. This should be the date when all work is completed, and the deliverable is submitted. This date should be when you can erase the action from the plan.

Planning for Action		
What might be done?	Who will do it?	When will it be done?
Submit meeting notes to Dave Smith	Lance	5/10/07
Make plaques to place on the dais in front of each of the policy team members that simply has the word, "Forward" on it to remind them that they agreed "to put the past in the past, and move forward for the benefit of Camp Verde."	Debbie	5/7/07
Hold one-on-one meetings each week, either face-to-face or on the phone, with the Mayor to talk about the state of the Town	Mayor Council Members	Weekly starting immediately
Hold weekly communication with the interim manager; test new ways of communicating with the manager so that when the new person comes onboard they will have the communication system already designed.	All Council Members	Weekly
Agree to not step on each other's words; be sensitive to keeping your comments brief and to the point, and don't interrupt each other while speaking.	All Policy Team	Immediately
Review the meeting notes and adopt the 90 day action plan	Mayor and Council	6/1/07

PLUS (+) ... DELTA (▲) EVALUATION

Given the entire planning session... from the time participants first arrived until right now... evaluate the meeting using a “plus... delta” technique. A “plus... delta” meeting evaluation asks the group the following questions:

“What did we do right at the meeting? What advanced our agenda? What worked for the group? What made this meeting a success?”

“What, if we ever did this meeting again, would we change to improve the results?”

MEETING EVALUATION

- | | |
|---|-------------|
| + Honesty | ▲ Honesty |
| + Opened opportunity for better communication | ▲ More time |
| + Methods to do it | |
| + We learned that we have a lot in common | |
| + Leave past in the past | |
| + Good food | |
| + The key staff was here to give us support | |
| + First time for strategic planning | |