

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, OCTOBER 27, 2005
at 6:00 P.M.**

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

1. **Call to Order**

2. **Roll Call**

3. **Discussion, consideration, and possible direction to staff to sign a change order to strengthen the stability of the walls of the new Marshal's facility so the building meets current International Building Codes.**

On a motion by Smith, seconded by Baker, the Council voted to direct staff to sign a change order to strengthen the stability of the walls in the new Marshal's Office facility in the amount of \$183,168.00. Gioia voted no.

Manager Lee presented a set of figures indicating that the Town saved over one-half million dollars in the purchase and reconstruction of this building vs. new construction. Lee introduced Stroh & Rogers representatives Mark Rogers and Mark Sieman. Mr. Rogers explained that the original plans for the building showed rebar in the walls, but that they were not constructed according to plans. He advised that they had considered various alternatives to correct the problem and that this plan was most economical.

Mike Amon and Don Hamman, Project Manager of Amon Construction explained the work involved with the change order and answered questions from Council about various alternatives and the recommendations from structural engineers.

Mayor Gioia stressed that he felt it was important to talk to the Stroh Rogers' structural engineer to determine why he was told to go with this particular solution to correct the defect.

During the break between the end of the executive session and the resumption of the special session, Finance Director Bullard presented a set of figures that indicated with the approved change order, there was about \$17,000 remaining in the CVMO facility budget. He advised that the \$600,000 CIP fund repayment is included in that budget.

4. **Discussion, consideration, and possible approval of payment to Stroh Rogers Architect for the redesign of the Camp Verde Marshal's facility in the amount of \$12,042.50 which is above and beyond the contracted amount.**

On a motion by Smith, seconded by Kovacovich, the Council voted to approve the payment to Stroh Rogers Architect for the redesign of the Marshal's Office facility in the amount of \$12,042.50.

Lee recommended approval of this item explaining that this is related to the previous item in that the architects performed the design for the change order.

5. **Continued discussion with the Town Manager concerning his annual performance evaluation.**

Mayor Gioia noted that the Manager had filed a notice requesting an executive session to discuss this item.

On a motion by Smith, seconded Kovacovich, the Council voter to go into executive session to discuss this item, pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

The Special Session was recessed at 6:58 p.m. and called back to order at 7:35 p.m.

6. **Discussion, consideration, and possible approval of one or more of the following items: assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager and/or Finance Director.**

On a motion by Parrish, seconded by Hauser, the Council voted to re-evaluate the Manager in 90 days. Baker voted no.

On a motion by Gioia, seconded by Hauser, the Council voted to give the Finance Director a one step salary increase.

Baker stated that Council needed to set policies and procedures in some formal manner to avoid confusion with staff. She suggested that perhaps members could prepare a list of objectives and then the Council meet to make a decision. Gioia asked that she put this request into a memo and it could be put on the next work session agenda.

Smith said that Council needed to work on a faster, more streamline evaluation process since this one took too long. He said that staff should have input on the procedure. Gioia said that he was working on this and advised that part of the delay was to accommodate staff requests.

Smith noted that there were no goals listed on the evaluation forms and that it was perfectly correct to ask direction from Council.

Gioia cautioned Smith not to speak about what happened in executive session.

(Parrish made the motion to extend the evaluation at this time.) Lee stated that he needed to be crystal clear as to what Council expected to see in 90 days since his career was on the line.

Baker said that she was voting against the motion because employees need an opportunity to change and the direction should be made clear. She noted that though she did not complete the goals section, she did make suggestions throughout the evaluation. She said that she felt it was important for Council to decide as a body what was expected from the Manager. She said that if Council did not do so, then there would be nothing to re-evaluated.

Gioia said that Lee came up with a number of ideas to work through and that 90 days is a good time frame. Baker disagreed.

Lee asked for clarification again. He noted that he had spoken with Council members individually, but that he needed to hear from Council as a whole to ensure that they were all in agreement. He did not want to find out 90 days from now that 4 Council members were unhappy about something. He said that he felt that the most important area that needed improvement was communication and asked if that was correct.

Gioia agreed, but noted that Lee had heard a number of other areas that needed attention in executive session. Gioia asked Lee why they met in executive session if Lee wanted to go through these areas in public.

Lee again responded that Council was talking about his job and he wanted to hear from them as a group so that he could be crystal clear as to what was expected. He noted that the communication issues have occurred because direction from the 'bench' has not been clear. He said that he thought it fair to hear this direction from the whole Council.

Hauser said that Council was responding to a negative evaluation. She agreed that communication was a big problem and that there were no secrets about the other problems. She said that 'we' would have to keep working together to see if the evaluation marks could be improved.

Parrish said that Council gave directions, but Lee spent money on the jeep and other things and that he needed to come to Council before going out on his own.

Baker said that Council needs to list these things since Council feels that some of them are policy, while the administrative team feels differently. She noted that this is a common problem in all communities. She asked how Lee would know if Council did not line those out. She said that it is important to create policies and procedures so that staff knows what to do.

Lee said that he would ask members how he was doing in their weekly meetings and he asked that Council call him if they hear something on the street or have other concerns. He said that it has been a pleasure to work for the Town for the past 10 years and as manager for the past 2 years. He assured Council that he was going to work hard to live up to what Council would like to see him do. He reiterated that the evaluation comments were not all in the same area, and he is concerned about getting crossways with some Council members.

Smith agreed that the biggest problem is communication and said that it was Council's responsibility to communicate to Bill. He said that we all have the same interests at heart, but that sometimes we go in 8 different directions. He suggested taking a team approach and get things done. He said that the weekly meetings are wonderful and he implored Council to take advantage. He expressed concerns that if Council splits, everyone will lose and it will take longer to get things accomplished.

Hauser said that she would commit to the meetings.

Kovacovich said the meetings were beneficial and agreed the primary problem lies with communication.

Parrish said that he has not gone to the meetings because Lee did all the talking. He said that Lee needed to listen. Lee gave Parrish his word that he would listen.

Baker said that Lee hit the nail on the head. She said that Lee works for Council and Council has to make sure that they remember that he is the administrator and let him do his job. She said that Council's job is to set goals and the manager needs to be able to work without feeling that he is getting directions from 7 different people. She said if things are going to change, it needs to change with Council sitting as a body.

Bullard asked that Council authorize the Mayor to sign the Personnel Action Forms and noted that he too, would be meeting with Council members to keep them apprised of financial and personnel matters.

7. **Adjournment**

The meeting was adjourned at 7:58 p.m. Following a motion by Hauser, seconded by Baker.



Tony Gioia, Mayor

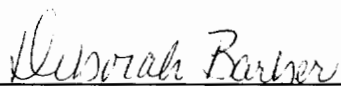


Deborah Barber, Town Clerk

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 Special Session of the Town Council of Camp Verde, Arizona, held on the 27th day of October, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 29 day of November, 2005



Deborah Barber, Town Clerk