

**MINUTES  
WORK SESSION  
MAYOR and COMMON COUNCIL  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room 106**

**WEDNESDAY, OCTOBER 3, 2007  
5:00 P.M.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 5:02 p.m.

2. **Roll Call**

Present: Mayor Tony Gioia, Councilors Greg Elmer, Norma Garrison, Bob Kovacovich, Mike Parry and Ron Smith. Vice Mayor Hauser was absent due to the return of her granddaughter from Iraq.

Also Present: Town Manager Mike Scannell, Community Development Director Nancy Buckel, Assistant to the Town Manager Carol Brown, and Town Clerk Debbie Barber

3. **Pledge of Allegiance**

Councilor Kovacovich led the pledge.

4. **Discussion with Town Manager Mike Scannell concerning roles, responsibilities, and expectations.**

Mike Scannell thanked Council for the opportunity to be in Camp Verde and to work with each of them on the challenges that lie ahead. He explained that he requested the meeting so that he would have a clear understanding of the ground rules, or 'rules of engagement' as he liked to say. He explained further that he had requested a meeting with each Council member individually. He then asked for Council input and advised that he planned to listen intently.

Councilor Smith said that he was looking for a strong leader, and there was a lot of unfinished business such as finishing the Black Bridge Park. He explained that he would like Scannell, noting his strong, financial experience, to advise Council regarding the financial feasibility of purchasing the water company. He suggested that Scannell get up-to-date on the forest land purchase of 223 acres. Smith ended with stating that the Town has a Council-Manager form of government, meaning that Council makes policy and the manager administers the policy. He said that Council needs to stay out of managing department heads.

Councilor Garrison explained that her needs were simple, she asked Scannell to 'fix us'. She also said that if he would tell her the rules, she will abide by it.

Bob Kovacovich said that he would like to see development of teamwork and more communication between departments. He felt that the main priority at this time is the Sanitary District and resolution of those problems.

Councilor Elmer said that Scannell's job is to manage with his department heads and employees. He explained that he expected Scannell to take care of small problems before they become large. He felt priorities were the Sanitary District, baseball fields and opportunities for the youth, and the library. He said the Council needs to decide what we are going to do.

At this point, Scannell said that he had made some observations over the past two days and that Council has a good staff that is inspired and want to do good for the Town. He said that Council was fortunate to have such a good group of dedicated professionals and looked forward to working with them.

Councilor Parry noted that priorities are listed on the Council Direction Report and that it was important for everyone to 'move the ball down the field in the same direction'. He said that he did not expect micromanaging with this manager. He then advised Scannell that it was unnecessary to say 'thank you' all the time. He encouraged Scannell to call him if he needed anything and that we were all here to support him.

Scannell explained that he was brought up to say 'thank you' and that it was important to him. He further explained that he places a lot of emphasis on civility and respect, with these qualities being key attributes he looks for when interacting with people. He said that Council was elected and their presence is reflective of the community, noting that their makeup no doubt reflects diversity of opinion. He explained that this diversity is a healthy thing to have for discussion and debate and it is what makes communities like our vibrant. He said there are many challenges facing the Town and that as the ball moves down the field, it is imperative that we consider civility and respect. He explained that another thing he looks for in discussion and debate is that when the Mayor calls for the questions, he looks for everyone to accept and embrace the decision that is made. He further explained that teamwork is a basic tenet that he imbues into the organization and that he looked forward to working with staff.

Mayor Gioia, speaking to 'teamwork', noted that Scannell would find differences of opinion and in objectives. He said that this particular Council is working well as a team, noting that Scannell was an integral part of the team and they would rely on him. He said there were a number of pending projects and that Scannell had been studying what Camp Verde is about. He said that he expected Scannell to keep all of Council informed about important current events, things that the public would ask members about. He said that he expected Scannell to stay a step ahead and to go out of his way to inform Council. He said that Council enjoys weekly reports. He noted that Council members were experienced, local, and 'hands on'. He said that he expected Scannell to evaluate personnel and operations, improve customer service, motivate employees, reminding him that we are an entity to serve. He said that he has faith in Scannell's experience. He noted that important projects include Highway 260 and convincing the State and Federal governments of the need for additional funding; boys/girls club – give it some thought; and finances, noting that Council would rely heavily on Scannell's experience in looking for alternative methods.

Gioia said that Scannell's role is to give Council options so that they can make policy decisions. He explained that one of the reasons he ran for Mayor was to change the perception of Camp Verde from the outside looking in. He said that, exclusive of elections, Camp Verde has been embroiled on the front pages of the newspapers for years and his goal was to change that. He said that hiring Scannell was an important part of his plan and that whatever Scannell could do to facilitate the appearance and perception of what we are in the public's eye would be crucial.

Scannell responded with respect to communication, that he employs a doctrine of 'no surprises'. He said that Council would know about substantive issues as soon as they happened and that he would rely on department heads to assist with that. He told Council that they had his commitment to do the best he could. He also requested that if any of Council members sense that he is 'missing the mark' or that he needs to pick up the pace or modify his direction; they should talk with him immediately. He said that he has a fairly good idea of items that need attention, such as the Sanitary District issues, but that he is unsure of the rank order and would need to meet with Council again to further communicate priorities so that he could get a clear understanding of Council's desire with regard to the order in which priorities should be addressed.

Gioia responded that meeting with each Council member and during weekly staff meetings, Scannell will know what needs to be done.

Smith disagreed, stating that we should have a work session and set a priority list since every Council member has differing opinions as to what #2 or #8 would be. He said it was important to come to a consensus and agree on what needs to be done. He said it was also important to determine an estimated time to complete the projects, since some will be difficult to complete in the short term. For example, if we needed to wait on acquisition, apply for grants, etc., but there should be some idea of when to expect things to be done.

Scannell suggested that retreats provide an excellent venue and helps to synthesize differing views. He said that Councilor Smith's idea was good and held a lot of value, but he would do whatever Council members preferred.

Gioia said that his personal choice would be to give Scannell time to come up to speed, understand the issues, and then schedule a retreat with the Manager and the team or even just the Manager. Scannell agreed.

Members then discussed methods of communication with Scannell. They spoke of e-mail, phones, and faxes. Scannell explained that he preferred personal meetings, but understood Council's schedules. He said that he was willing to communicate in whatever manner each individual Council member felt most comfortable.

Discussion occurred among the Council members about e-mail communications and the possibility of violating Open Meeting Laws (OML). Councilor Garrison advised that she copies the Clerk on every e-mail and that there is a clear notice on her documents not to respond. Councilor Smith asked Garrison to take him off her mailing list, as he is very concerned about OML violations.

Scannell thanked Council again for the opportunity to be here and to serve the community, noting that there were interesting, but manageable challenges ahead. He advised that taking slow, deliberate steps would accomplish much. He asked Council to let him know immediately if they saw him getting off track. He then advised that he would like his evaluations to occur on whatever cycle is appropriate to get a 'fix' on how well he is doing. He gave Council and the community his commitment to do his level best to work with his team mates and to serve the community.

Gioia explained the evaluation process as listed in the Code (Personnel Manual) occurs annually. He said that if Scannell wanted it more often to receive feedback, he could let Council know.

Parry said that it was a good idea to do a review in 90 days, as that is a normal period of time to do a 'fine tuning'. Other Council members agreed.

### **Public Input**

**Parry Haddon** – Trails Commission – said that he looked forward to working with Mr. Scannell. He said that Scannell had described Council as a mirror, reflective of the community. He said that it was broken and he was looking to Scannell to fix the broken mirror. Haddon noted that Council voted unanimously to appoint him, and that was a first for this Council. He said that he would like to see a plaque on a Manager's desk that said, Thank you for 1/7 of a decision! He wished Mr. Scannell good luck.

There was no other public input.

5.

**Adjournment**

On a motion by Parry, seconded by Garrison, the Council voted unanimously to adjourn the meeting at 5:48 p.m.

Deborah Barber

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 Work Session of the Town Council of Camp Verde, Arizona held on the 3<sup>rd</sup> day of October 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25 day of October 2007

Deborah Barber

Deborah Barber, Town Clerk