DRAFT MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, #106
FRIDAY, JANUARY 7, 2011
9:00 a.m.

Minutes are a summary of discussion only. They are not verbatim.
Public input is placed after Council discussions/motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
Mayor Burnside called the meeting to order at 9:00 a.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Garrison, German, and Whatley were present. Councilors Baker and Roulette were absent. Town Manager Russ Martin and Town Clerk Deborah Barber were also present.

Also Present:
Mayoral Candidate Steve Goetting and Council candidates Alan Buchanan and Bruce George

3. **Pledge of Allegiance**
Manager Martin led the pledge.

4. **Council may discuss the following items and possibly give direction to staff relative to these items:**
   a. **Town Code revisions**
   b. **Review of proposed compilation of a Town-wide Policies & Procedures Manual to include, but not be limited to financial operations guide, risk management guide, agenda item preparation guide, records management, guide, and Council/Committee policies and procedures, etc.**
   c. **Review of a proposed master IGA form with Camp Verde Unified School District.**
   d. **Code enforcement.**

Burnside read the agenda item aloud and turned the meeting over to Martin. Martin explained that Councilor Baker was ill and that Councilor Roulette would be in an out today due to work commitments. He explained that Council would not see this back for at least one month because he would be working on getting it 'right'. He advised that implementation of the InCode software would change the Financial Operations Guide. The purpose is to allow members to express their problems and their desires so that the documents can meet Council's policy.

Goetting asked what the candidates' role was in this process. Burnside said that the possibilities with them moving on to Council and it was important for receive their input not only as candidates, but as citizens. Garrison said that she came to all the meetings as a candidate. She advised that she was allowed input. She stated that though they don't have a vote at this time, they have a voice.

Council reviewed, discussed, and directed staff to make various changes to the Town Code, Financial Operations Guide, Risk Management Policy, Preparation of Agenda Items Policy, Records Management Policy, and the Council Policy Rules and Procedures Manual. The entire document consisted of 630 pages. The pages with Council-directed changes are attached and become a permanent part of this record.

Council took a lunch break at 12:00, at which time Candidate George excused himself. The meeting was called back to order at 12:47 p.m. Candidate Goetting left at 3:24. Council Member German left at 3:50 p.m. and Council Member Kovacovich left at 5:20 p.m.

In the interest of completing the review exercise, the remaining members (Burnside, Garrison, & Whatley) decided to continue, noting that the entire Council would see the items prior to approving them.

Some of the primary points of discussion relative to the Town Code include:

- Chapter 2, Article 2-3-6, adding, no more than two interested Council members may attend the Agenda meeting.
  - ✓ 2-3-6.A – 3rd paragraph, "All Council members are authorized to place item(s) on the agenda. Change to add a qualifying factor limiting Council's ability to bring items back for discussion that have been previously voted upon within a defined period, such as 90 days, and only if the prevailing side agrees to bring the item back. *Note: This item was discussed during the review of the Council Policies and Procedures, under the 'Reconsideration' item.*
  - ✓ 2-2-6, add 'working' days for signatures;
- Chapter 4, Article 4-1-.C The Manager to consider leaving Commission appointments in October as opposed to January. If so, change 4-2.A from January to October and change the Council policies & procedures to reflect an October appointment, as well and leaving the terms at 3 years. Whatever decision is made, the documents must be consistent with each other.
- Article 4-3; amend to require that the P&Z Commission approve their minutes prior to bringing the item for Council consideration. Also, though not part of the Code changes, staff is to add 'draft' to all minutes that are not yet approved.
- Chapter 9, Article 9-1 Casual Business License – Clerk to review and come back with a recommendation
- Article 9-4-4.A.1 remove the sentence that is in the paragraph twice.
- Article 9-4-6 – Penalty, Manager will review with the attorney or Marshal to determine if a violation of the Mining Article must be a petty offense or if it could be higher in order to be consistent with other penalties in the Town Code.
- Article 12-2.A, Manager to check on the necessity of prohibiting toy vehicles on public property.
- Article 15-1-2, Notice of Election, clarify that 'publish' means it will be published in the newspaper.

Some of the primary points of discussion relative to the Financial Operations Guide include:

- Page 17, Travel & Training #5, add "or NO alcohol" to the no smoking requirement
  - ✓ Clarify that the driver of a Town-owned vehicle cannot be a family member
  - ✓ Add a section about leasing a vehicle as opposed to purchasing vehicles
- Council asked for Staff input as to whether to increase purchase order requirements to $20,000
- Page 39, Signature Stamps, Section A, remove "All check signers have a signature stamp." Neither the Mayor nor the Vice Mayor wants their signatures 'stamped' on any document.

There were no comments on the Risk Management Policy.

Some of the primary points of discussion relative to the Guide for Preparation of Agenda Items include:

- Page 2, Attorney Review; note that attorney comments MUST be included on the Agenda Item Submission Form.
- Add in an appropriate section, the requirement to include a copy of the statute if it is referred to in a document.

Some of the primary points of discussion relative to the Records Management Policy include:

- Page 1, Introduction, add 'or designee' to the Town's Records Manager
- Section 3, clarify that cds are no longer created for Council meetings, as they are now posted to the web and are maintained for at least one year.

Some of the primary points of discussion relative to the Council Policies, Rules, and Procedures:

- Section 4, Meeting Agendas and Notices – remove 'emergency' from Section A.
- Section 4.3.B Council Meetings – change Friday to 'the last working day' prior to the meeting.
- Section 4.4.D – change Friday to 'the last working day' prior to the meeting
- Section 5.12, Business, - , add 'or designee' to Section A.
- Section 8.C, add that the member must complete a Conflict of Interest form that is filed with the Town Clerk
- Section 8.4, Reconsideration – clarify this section to make it easier to understand that this action will stop a Council action and must be done at the same meeting. Change the Town Code section that permits Council members to place any item on the agenda to something similar to the former 'Garello Rule'. They suggested that items that were previously voted upon by the Council could not come back for a certain period (i.e. 90 days or one year) only IF a member from the prevailing side brought it back. This would mean that a member on the non-prevailing side must convince a member on the prevailing side to bring the item back to Council for consideration.

  The 'Garello Rule', was formerly section 2-3-6.C of the Town Code and was repealed in 2003. The section stated, "Agenda items that were acted upon by the council will not be returned at a subsequent meeting without showing the name of the person or persons requesting the reconsideration. Once placed on the new agenda, the council shall then vote on whether or not to allow reconsiderations, and if passed, when it will be reconsidered, giving due time for public input or preparation by the agencies or individuals involved with the item. Generally, reconsiderations will not be favored unless there is good cause, such as legal deficiencies in the procedure or action take it its first consideration, or new information is presented which was not available to council or staff that would be material to its determination, and would likely affect the outcome of the voting."

- Section 9.2.B – revise to remove the statement that audio recordings are kept for 90 days.
- Section 11.2 – revise to allow one motion to include all applicants in the event that there are only a sufficient number of applicants to fill the vacant seats on a commission.
- Section 12.1 – remove first statement, 'No Council member shall request any staff project or give direction to staff without first seeking the approval of the Town Manager'.
- 12.2.C – clarify that when one candidate makes a public information request, that copies will be provided to them if they request the information as well.
- Section 15.5.B – Clarify point of contact, remove sentence, 'The Town Manager should be copied on any request'. Remove sentences in 2nd paragraph, up to the last sentence. Clarify whether all Council members are copied or copies are made available to members that request them.

There were no comments relative to the master intergovernmental agreement form with the School District.

There were no comments relative to the Code Enforcement procedures.

5. **Adjournment**
The meeting was adjourned at 5:45 p.m.

_____
Bob Burnside, Mayor

_____
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 7th day of January 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2011.

_____
Deborah Barber, Town Clerk