

**MINUTES  
COUNCIL MANAGER RETREAT  
MAYOR AND COUNCIL  
DENNY'S RESTAURANT · 1630 W. State Route 260, Camp Verde, AZ  
Friday, January 24, 2014 at 9:00 a.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 German called the meeting to order at 9:04 a.m.

**2. Roll Call**

Mayor German, Vice Mayor Baker, and Councilors Carol German, Bruce George, Brad Gordon, Jessie Jones, and Robin Whatley were present. Bruce George was present for the first half of the meeting until 11:00 a.m.

**Also Present**

Manager Russ Martin, Town Clerk Deborah Barber, and Recording Secretary Saepyo Choe.

**3. Welcome Address**

Mayor German thanked everyone for attending and Deborah Barber explained the meeting guidelines for the retreat.

**4. Discussion of, but not limited to the following and in no particular order:**

- a. **There was discussion in the November 21, 2013 executive session that may have gone beyond the scope of the executive session agenda. No legal action was taken. There were, however, discussions that may have exceeded the executive session agenda. In order for the public to be aware of those discussions, Council will discuss acknowledging and reviewing the process whereby a request of the person chairing the meeting to stay within the bounds of permitted discussion be honored.**

Deborah Barber explained the importance of strict adherence to open meeting laws and to the specific items on the Agenda. It is advisable to address certain disagreements privately rather than during the meeting. Council took responsibility for conduct and any infractions during the executive session, agreeing on the importance of proper conflict resolution, mutual respect, and public decorum.

- b. **Town Council Policies, Rules, and Procedures Manual (Rev. 12-12) Section of the Town Procedures and Operations Guide, which includes the following chapters – Rules of Procedure; Presiding Officer; Meetings of Town Council, and Boards, Commissions, and Committees; Meeting Agendas and Notices; Order of Business; Procedures for Conducting Meetings; Motions; Voting Procedure; Meeting Records; Conflict of Interest; Boards, Commissions, and Committees; Council and Candidate Relations with Town Staff; Correspondence Policies and Use of Personal Computers and Personal Electronic Devices for Town Business; Council Budget; Code of Conduct for Elected and Appointed Officials; and Summary of Good Government Rules for Elected and Appointed Officials.**

Council and Staff reviewed the Town Council Policies, Rules, and Procedures Manual, highlighting points of emphasis, clarifying understanding, discussing best practices, and recommending possible amendments to the manual.

Council requested an amendment to the "Executive Sessions" Section 3.3, using Prescott City Council's wording as a template, which specifies the purpose, scope, and confidentiality restrictions of executive sessions.

Council agreed on the importance of modeling proper procedures according to Robert's Rules of Order, and highlighted several important measures for facilitating effective and orderly Council sessions: 1) Announcing "Point of Order" or "Point of Privilege" to halt significant rule violations, 2) Educating and guiding the public and staff to follow proper procedures, 3) Installing a device that tracks the order in which Councilors press a button to speak and repositioning the 3-minute clock for better visibility 4) Asking large groups from the public to appoint one spokesperson, then asking citizens who agree to stand, 5) Ensuring that the public speaks from the podium, addresses only the Council, and distributes handouts through the Town Clerk, 6) Resolving conflicts with respect and discretion, with regard for the items specified on the Agenda, and 7) Announcing "Calling the Question" to close an unproductive debate.

Council reviewed the procedures for making and amending motions, noting that: 1) Council may discuss a motion before seconding it, that 2) it is not permissible to amend an amendment to an original motion, that 3) the person making the motion or the Town Clerk should restate the entire motion before voting to ensure clarity, that 4) the proper procedure is to state "I move . . ." then state the entire motion as written in the Agenda or Staff Recommendation if no amendment is required, and that 5) Council should listen for cues from the Staff and postpone motions when there is a need for additional information.

As a matter of standard operating procedure, Town Manager Russ Martin asked that Council: 1) keep him informed of any additional "Background Information" requests for Staff so he can ensure ample time for gathering the information or delay the Agenda item if needed; 2) speak directly to department heads and address only those questions or issues pertaining to that department; 3) use Work Sessions for Staff's routine reports instead of Regular Sessions, 4) prevent further discussion if citizens or Staff make a personal request for confidentiality, and that 6) Council

Council requested: 1) a one-page monthly financial report from Staff that offers a snapshot for each department, 2) timely reviews of Agenda Item Submission Forms and completeness of packets, 3) a rotation of Councilors for attending Agenda Meetings with priority given to those who requested an Agenda Item, 4) posting County and State issues on their website to invite civil action for matters brought to their attention which fall outside the scope of the Town Council, 5) stating "If there are no objections (pause), this meeting is Adjourned," instead of calling for a motion, 6) using careful wording in the background information for a Decision Agenda so as not to lead the Council, 7) raising hands to signify votes for the audience's benefit, 8) recusing oneself from a vote if there could be any perception of impropriety, 9) researching questions first with the Town Clerk before going to the Town Attorney, 8) discretion with government phones and tablets, which may be subpoenaed, 9) relocating the Personnel Clerk's office out of the Marshal's Office, 10) determining if there are any actionable items in an anonymous request before writing it off

**c. Council Direction Report**

There was no discussion on this item.

**d. Team Building Exercise(s)**

There was no discussion on this item.

**e. Policy guidance relative to strategic objectives (goals) that Council wishes to pursue and/or achieve in the upcoming year**

This item was rescheduled for another Council Manger Retreat on Fri, Mar 21, 2014 at 9:00 a.m.

**5. Adjournment**

Mayor German adjourned the meeting at 1:43 p.m.



Charles German, Mayor



Saepyoel Choe, 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 Council Manager Retreat of the Town Council of Camp Verde, Arizona, held on January 24, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 21 day of Feb, 2014.



Deborah Barber, Town Clerk