DRAFT MINUTES
RETREAT
MAYOR AND COUNCIL/TOWN MANAGER
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
WEDNESDAY, JANUARY 23, 2015 AT 8:30 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 8:35 a.m.

2. **Roll Call**
Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, Robin Whatley, and Jessie Jones are present.

Also Present
Town Manager Russ Martin, Interim Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
Mayor German led the pledge.

4. **Discussion, consideration, and possible direction to staff relative to, but not limited to the following matters:**
Findings from Investigations

- **Training for Council on Council-Manager form of Government, including what actions are prohibited, would be beneficial. "inquiries" and attempts to "verify" information, if accompanies by requests for documents and/or with a goal of changing procedures and outcomes of proper processes, can cross the line-or come close to it and be considered improper interference**

The Mayor and Council actively discussed some of the prior difficulties in conflict resolution between the Council and the Town Manager and the current lack of a specific written policy or procedure for resolving conflicts, complaints, and/or inquiries. As no written policy or direction is in place for resolving conflicts, complaints, and/or inquiries other than employment (direct city employees) conflicts, and as the Town currently does not have a separate Human Resources Department, the Mayor, Council and Town Manager discussed and concluded that a policy and procedure should be written, and approved by the Town Attorney, that includes:

- Any/all complaints regarding the Town Magistrate or Court should be referred to the Administrative Office of the Courts and/or the AOC Judicial Committee as the Court is a separate branch of government;
- All complaints received by council members, external and including complaints that involve Town employees, should be referred to the Town Manager as acting Human Resources Director;
- The Town Manager should assess the complaint and bring the concerns to the Mayor and Town Council, and if necessary, be placed on the Council Agenda (executive or regular session depending on culpability);
- The Mayor and Council are not restricted in contacting the Town Attorney, however, for conflicts, complaints, and/or inquiries, involving the Town Attorney shall be after Town Manager and Council consideration and as a "last resort" depending on culpability;
- The Mayor and Council Members shall not act independently from the policy, or the Council and Town Manager, in resolving or investigating any conflicts, complaints, and/or inquiries;
- The Mayor, Council and Town Manager should make every effort to insure that investigation of, and resolution of, all conflicts, complaints, and/or inquiries are transparent to the Mayor, all members of the Council, the Town Manager, and the public;
- The Town policy and procedure for investigation and resolution of conflicts, complaints, and/or inquiries should encourage communication between the Mayor, Council and Town Manager, encourage resolution appropriately and efficiently, remain transparent, avoid liability, and not violate any open meeting laws;
- The Town Attorney should only be consulted if the matter cannot be resolved and if a potential liability exists.

The Mayor and Council directed the Town Manager and staff to have a policy and procedure drafted for the purpose of investigation and resolution of conflicts, complaints, and/or inquiries, and consult the Arizona League of Cities and Towns for direction in drafting the policy, and bring it before the Mayor and Council for consideration, before submitting it to the Town Attorney for approval.

At the recommendation of the Town Manager, and after discussion, the Mayor and Council conceded that having each department prepare and submit a monthly report to the Town Manager, Mayor and Council to safeguard against being blind-sided by any underlying problems and to identify any potential problems.

The Mayor, Council and Town Manager discussed and concluded that additional training, interactional and traditional, available by the Arizona League of Cities and Towns, and meeting with the Town Attorney, for understanding responsibilities and boundaries is a valuable asset that will be utilized by Council Members. Additionally, the Town Manager, Mayor and Council concluded that a brochure should be available to current council members and potential council members (prior to elections) regarding the responsibilities of, boundaries, and available training available for public service.

- **Human Resource Department**

The Town Manager advised that the Town currently does not have a Human Resources Department and that he is the "acting" Human Resources Director as there has been a lack of resources to fill that type of position. The Town Manager, Mayor and Council discussed the possibilities of leaving all HR Director responsibilities with the Town Manager, hiring a part-time HR manager, contracting out HR responsibilities, or assigning some HR duties to current town staff. The financial burden of hiring or contracting for HR responsibilities was discussed. The Town Manager suggested shifting some of the day-to-day HR responsibilities to current staff employees, specifically Barbie Bridge as she has experience in Human Resources. Additionally, with the retirement of Town Clerk Deborah Barber, Deputy Town Clerk Virginia Jones has been appointed at interim Town Clerk. The Town Manager advised that reclassifying Barbie Bridge for HR and Economic Development Administrative Assistant would alleviate two problems, one: the need for assistance in HR and avoid violation of the Town's nepotism rule as Mrs. Bridge and Mrs. Jones are related by marriage. Discussion followed that included support of the Town Manager's decision and inquiries regarding EOC requirements, town policy requirements for advertising for these positions, and potential legal opinion. The Town Manager advised that he believed that appointment within the Town organization was appropriate as these two employees being appointed were the best possible applicants under any circumstances, however at the Council's direction, he would make an appropriate investigation to insure that no violation or appearance of impropriety existed.

- **Records Management Manual**

The Mayor and Council reviewed the ombudsman look at the records manual and public access policy and concluded that the Town's current Records Management Manual complied with State Law with respect to retention and policies for public access. The Town Manager advised that ongoing training is available for staff with respect to updates of records retention and management, and public access rules and restrictions. After inquiry by Council, the Town Manager advised that redaction and/or sanitation of personnel records are being met according to the statutory requirements and privacy policies directed by the Attorney General. Council suggested that if employee records need to be redacted they should be redacted by the Town Attorney.

- **Policies regarding individual inquiries of the Town Attorney**

The Town Manager advised that the Town Attorney would be present at the next retreat session to discuss policies.

- **Logging public records request for Council review**

Interim Town Clerk Virginia Jones advised that the Clerk's Office began keeping a log of all requests for public records in December 2014, and she would like to see a policy or procedure to get this information to the Mayor and

Council monthly, although the records request log is available in the Clerks' office for the Town Manager and Council Members to review at any time. Mrs. Jones stated that it will give the Town and Council a clear view on who is requesting records and what records are being requested, and potentially give insight to any potential problems. The Town Manager, Mayor and Council concurred that any party with an inquiry or requesting information/records be referred to the Clerk's Office, therefore keeping a clean and accurate records and maintaining transparency.

Public Comment:

Tom Pitts advised that Economic Development Director Steve Ayers was on the board of the Verde Valley Regional Economic Development Organization (VVREO), and clarified for the Council the duties of the VVREO and its board members. The VVREO meets monthly and board members cannot be elected officials, although VVREO does encourage cities and towns to be involved and represented. The Council requested that the Town Clerk verify the appointment of Steve Ayers to the board of the VVREO.

Discussion and review of the following:

- **Public Records Policy**
- **Mail Distribution Policy**
- **Agenda Policy**
- **Complaint Procedure Policy**

The Mayor, Council and Town Manager acknowledged that all these items have previously been discussed in this retreat meeting.

5. **Discussion and review of possibilities development of training manuals for Council and/or employees.**

As previously discussed training for council members and potential council members will be researched and made available, as well as ongoing training for records management, retention and public records for council and employees.

Mayor German adjourned the retreat at 11:46 a.m.

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Charles German, Mayor

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Lynn Riordan, 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 Regular Session of the Town Council of Camp Verde, Arizona, held on January 23, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

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Virginia Jones, Interim Town Clerk