Minutes
COUNCIL WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
FRIDAY MARCH 27, 2015 at 8:30 A.M.

Council may give direction to staff on any item listed on the agenda

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
   Mayor German called the meeting to order at 8:30 am

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

   Also present were Manager Russ Martin and Administrative Assistant Barbie Bridge.

3. **Pledge of Allegiance**

   Councilor Bruce George led the pledge.

4. **Discussion, consideration, update, review and possible direction to staff regarding Town Policies, included but not limited to Agenda Guidelines, Council-Committee Procedures, Records Management and Special Events. Council may give direction to staff regarding any of the Towns policies.** Staff Resource: Russ Martin

   Manager Russ Martin addressed the memo of the investigation results. Vice Mayor Baker requested a list of findings with bullet points to be present to look at.

   Martin stated one of today's issue is to address the council policy, procedures and rules. Items that all Council can agree on as a team and that would help staff understand better what is expected. Russ stated he needs council feedback directly, each may have a different interpretations of the rules. The attorney and Russ went through and Russ' goal is for council to come together on these rules.

   Mayor German said there are some items he feels he's not clear on and would like to clear them up with council through discussions. Mayor German also brought up the lateness of Vice Mayor Bakers request for a bulleted document from the findings. Vice Mayor Baker stated she intended to send it on Tuesday but didn't make it until Thursday afternoon.

   Martin handed out a document stating he intended his document to be a study guide only, this is a work session and sometimes items come in late. Timing was not as bad as making sure everyone had the same information.

Section 4.1C3 & 4.4A: Meetings and agendas. Martin gave a brief rundown of the staff process. Martin recommended amending the timeframe for all documents to be in by noon on Wednesday, one week prior to the regular Wednesday meeting.
In a discussion on how green sheets can be used to add late items and moving the deadline forward a few days may help to cut down on the use of green sheets. Councilor Gordon stated he has no problem with green sheets, if its information we need it's really not a problem.
Councilor Jones said green sheets can be a tool to move an item if need be because of new information. We need to remember our agenda says possible approval, we don't need to make a decision that night.

Martin introduced the next item for discussion, Section 12-Council and Staff relations:
12.1 is in reference to town code attempting to be clear as to what they mean by going through the manager. Formalize the definition for formal. What is outside the procedure?
Martin said maybe a simple cover sheet to all council letting them all know what the other council is looking at so they have the option to look at it if they so choose.
Councilor George, Doesn't want a cover sheet to go out to all council if he's just asking questions, only if he intends to bring it up to council. Mayor German agreed with councilor George. Councilor Whatley liked the cover sheet idea. Councilor Gordon wanted to know who decides what's important and what's not, he suggest a sheet saying this is what other councilors have ask to looked at. Councilor Jones likes the form idea. Baker said the form should be easy and efficient for staff to distribute. Councilor George said he liked the form idea after all. Councilor Gordon also stated inquiries should never be about personal matters, all personnel matter should go through the manager, Mayor German agreed.

Section 13.3F Communication to Council: Martin suggested to add language that clearly states that the mail sent to the Town of Camp Verde is the property of the Town and is subject to the Public Records Act, even if it is addressed to an individual. He also suggested to add the words "germane to all" so it's clear that the mail Town Council receives will be treated as such and copied to all. Whatley agreed, if it comes to one council member it goes to all. Gordon stated, as an elected official we have no expectation of privacy. Even if you receive it at home and it relates to town business it's still a public document. Whatley reminded everyone that personal e-mails are also subject to review. Mayor German agreed, stating if you answer an e-mail as a council member it needs to be forwarded to the clerk or at least preserve it.

Section 15.3.E to 15.4.A Meeting protocol: Martin suggested we need a clear model of how to act at a meeting. The Mayor needs to continually own the head of the conversation. He suggests taking the formal conduct and use it model on how you act at meetings.

Mayor German said it's easier to run a meeting when questions are directed to the chair.
Gordon, Baker and the Mayor discussed filling out cards for the public to speak and stated that was tried many years ago and the Community didn't like it.
Councilor German likes going to public first for discussion. The Mayor would like it to be put in policy making it clear it can be expected to stay that way. Jones said at a very formal meeting you are expected to register to speak, she does not agree with registering to speak, but if it's an agenda item then maybe. Jones also stated that maybe we could put on our agendas after each item if it will go to public input or not and maybe council could go to a countdown clock instead of a timer so speakers would not be so nervous. George would also like it to be clear on the agenda if there will be public input or not. Whatley would like it on the agenda why there would not be input. It may not be allowed due to privacy issues or it is not an appropriate item. Martin stated it is not a state law requirement to allow public input. But we could make it a policy of ours to allow it. There was discussion on making it clear that once the public has spoken on a topic for 3 minutes they will not be allowed to get up and speak for another 3 minutes after others have gone. Martin stated he wanted direction from council for clarity on any changes they want. All council agreed they need the appropriate tools to support the mayor and run a clean meeting.

Section 15.5.B: Martin has suggested that Council remove "without the consent of the town manager" in reference to speaking with staff. Council doesn't need consent to speak to staff nor should council be giving any direction to staff. That should always come from the Manager. The Mayor agreed suggesting we make sure other sections are compatible and don't counter each other. Councilor German agreed, the Manager should be the only on giving direction to staff.

Topic 15.10: Enforcement and Ethics Policy. Martin suggested removing ethics and make it just enforcement. It caused confusion and the word enforcement reflects it will enforce the entire policy. Councilor German agreed stating our policies cover conduct and section enforces the ethics code.

Gordon referred back to section 15.5 through 8 stating he would like to see council limit their requests to staff unless it is extremely important and be mindful of staff's time. He also suggested that all requests go through the Manager and let him decide if it's a valid request.

5. Adjournment

On a motion by Baker and seconded by Jones the meeting adjourned at 10:19 am.

Charles German

Charles German, Mayor

Virginia Jones, 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 Work Session of the Town Council of Camp Verde, Arizona, held on March 27, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 2nd day of April, 2015.

Virginia Jones

Virginia Jones, Town Clerk