

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 2, 2015 at 6:30 P.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 6:30 p.m.

2. **Roll Call**

Mayor Charles German, Vice Mayor Bruce George, Councilors Robin Whatley, Brad Gordon, Jackie Baker, Jessie Jones-Murdock, Carol German.

Also Present

Town Manager Russell Martin, Marshal Nancy Gardner, Town Clerk Virginia Jones, and Recording Secretary Saepyo Choe.

3. **Pledge of Allegiance**

Mayor German led the Pledge.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) Regular Session – November 18, 2015
- 2) Work Session – November 20, 2015

b) **Set Next Meeting, Date and Time:**

- 1) Wednesday, December 9, 2015 at 5:30 p.m. Work Session
- 2) Friday, December 11, 2015 at 8:00 a.m. Work Session
- 3) Wednesday, December 16, 2015 at 6:30 p.m., Regular Session combined with Council Hears Planning & Zoning Matters.
- 4) Wednesday, December 23, Council Hears Planning & Zoning Matters – Cancelled

c) **Possible authorization for the Mayor to execute the required documents to facilitate the donation of parcel 404-32-155 from Felipe R. and Rita R. Gomez to the Town of Camp Verde.**
Staff Resource: Russ Martin.

d) **Possible approval of Intergovernmental Agreement between the Town of Camp Verde and Yavapai Apache Nation for Dispatch services from July 1, 2015 to June 30, 2016.** Staff Resource: Marshal Nancy Gardner.

e) **Possible approval of Resolution 2015-942, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, requesting that the Arizona Governor and State Legislature restore Highway User Revenue Funds.**

On a motion by Vice Mayor George, seconded by Jackie Baker, Council voted unanimously to approve the Consent Agenda.

Council noted that the Wednesday, December 9, 2015 Work Session is at 5:00 p.m., and not at 5:30 p.m. as stated on the Agenda.

5. **Special Announcements and presentations:**

- **Recognition to Steve Ayers, Chip Norton and Barbara Bridge for being the driving forces behind the scenes for National Geographic Marketing Program.**

Mayor German presented certificates to Steve Ayers, Chip Norton, and Barbara Bridge for going above and

beyond for Camp Verde.

6. **Call to the Public for Items not on the Agenda.**
There was no public input.

7. **Public Hearing, followed by discussion, consideration and possible approval of Class 12 (Restaurant) Liquor License Application for Salvatore Moscato/Moscato Italian Restaurant, located at 396 S Main Street-Camp Verde. AZ. 86322.** Staff Resource: Town Clerk Virginia Jones

On a motion by Vice Mayor George, seconded by Jackie Baker, Council voted unanimously to approve Class 12 (Restaurant) Liquor License Application for Salvatore Moscato/Moscato Italian Restaurant, located at 396 S Main Street-Camp Verde. AZ. 86322.

Virginia Jones reported that the notice for the liquor license application was posted for the required 20 days, with no comments or concerns from the public.

Public Hearing

The co-owners of the restaurant introduced themselves, and said they were honored to help restore a historic building and become a part of Camp Verde. They expect to open Dec 26th after fire department approval.

8. **Public Hearing, followed by discussion, consideration and possible approval of Class 3 (Microbrewery) Liquor License application for Alexander Joseph Goetting/Verde Brewing Company LLC, located at 724 N Industrial Drive, Unit 7A, Camp Verde, AZ 86322/** Staff Resource: Town Clerk Virginia Jones

On a motion by Carol German, seconded by Jackie Baker, Council voted unanimously to approve Class 3 (Microbrewery) Liquor License application for Alexander Joseph Goetting/Verde Brewing Company LLC, located at 724 N Industrial Drive, Unit 7A, Camp Verde, AZ 86322.

Virginia Jones reported that the notice for the liquor license application was posted for the required 20 days, with no comments or concerns from the public.

Public Hearing

Alex Goetting said he plans to move all manufacturing to the new location, and use it for distribution. He announced a trash-pick up party Saturday, December 12th at 9:00 a.m. for adopt-a-highway, which would include raffle prizes and refreshments.

9. **Discussion, consideration and possible direction to staff regarding the Town of Camp Verde Complaint process including, but not limited to forms, Code Enforcement, Law Enforcement and personnel related complaints.** Staff Resource: Russ Martin, Virginia Jones, Mike Jenkins, Nancy Gardner

On a motion by Jackie Baker, seconded by Carol German, Council voted unanimously to direct staff to amend the Town of Camp Verde complaint process policy and forms to allow for more than 10 days to resolve a complaint, with the stipulation to contact the complainant within 10 days; in addition, to work with the Town Attorney to include a disclaimer for complaints concerning possible violations to state or federal code.

Russ Martin explained the complaint processes for Code Enforcement, Law Enforcement, Personnel, and Public Works. The Town purchased and has been using a program for Code Enforcement that allows Staff to track the progress of complaint resolution even from anonymous sources. It is required that complainants formally file a complaint by filling out a form, in order to hear about the results.

Complainants in Law Enforcement, cannot usually remain anonymous due to the nature of 911 calls. Either

911 technology locates the origin of the call or the caller inevitably reveals his or her location during the course of the call. This information ends up in police reports; and if the complaint progresses into the legal system, the defendant will have the legal right to know his or her accuser. It is only in extreme cases that complainants may remain anonymous.

For Personnel complaints, Town policy requires complainants to be identified. Written verification of the complaint including names of direct eye witnesses are necessary for proper follow-up and for beginning any necessary disciplinary action.

Public Works complaints are filed through work orders, and progress is tracked. The Town Manager is satisfied with the status of all the various complaint processes. He said this is the best system he has ever worked in, as the formalized process works effectively and protects both parties. Complaints flow through the Manager's office, go out to the appropriate department head for processing, then return to the Manager, then end up with the Town Clerk for filing.

He requested an amendment to policy to allow for more than 10 days to resolve complaints, due to the amount of time required to fully investigate more serious and complex issues. Staff should instead be expected to make contact with the complainant within 10 days, and explain the estimated timeline of progress. Some investigations require the services of outside agencies, and though staff understands the goal of 10 days, more time is needed for proper follow-through.

Council thanked the Manager for explaining the issue and agreed with the recommendation to extend the 10-day policy.

Martin explained that in the case of complaints voiced by the public during Council meetings, Council and Staff should encourage the public to follow-up by filing a formal written complaint through one of the aforementioned channels. Verbal complaints that are not formalized through one of the complaint processes cannot be acted upon Staff, according to Town policy.

Martin explained that the complaint processes are not designed to address allegations of state or federal law violations. Council and Staff agreed that the Town policy and forms need to specify that the Town complaint processes are not the avenues for addressing criminal allegations.

Town Manager and Marshal reminded Council of whistleblower protection laws, and assured Council that personnel investigations are handled with utmost professionalism. Marshal Gardner clarified that investigations are outsourced in cases of conflict of interest, and that criminal investigations precede internal investigations. Mayor German reminded Council that matters requiring investigation should be turned over to the Manager.

Public Hearing

Ed Collins asked if the complaint process policy prevents citizens from addressing Council when there is an issue with the complaint process.

Carol German emphasized that citizens always have the right to address their elected officials. Martin explained that citizens could receive a more direct response by contacting the appropriate department head or the Town Manager, if the complaint is about the department head.

10. **Discussion, consideration, review and possible approval of Town Manager's Goals.** Staff Resource: Russ Martin

Council came to a consensus in favor of the Town Manager's Goals.

Council discussed the pros and cons of including specific timelines in the goals for complex construction

projects, such as Hwy 260 and upgrading effluent systems. Martin expressed that he is comfortable with having to account for progress or lack thereof according to specific timelines. The Manager said it is important to detail specifics particularly in areas the Town has already funded, and will be ready with necessary explanations at his review next August.

Robin Whatley said that general progress statements are too vague and defined differently by each person. She said too many projects have been "long-term goals" for too long, and it is time for specifics. Specific timelines give the Manager the ability to develop a work plan, mobilize Staff, and report accordingly. Even for projects like park development that may enlist the help of special volunteer committees, the Town Manager is comfortable with keeping the project on his goals list as it communicates Council's priorities. Jessie Murdock said it is a big deal to include the parks development in the Manager's goals, and that she looks forward to seeing it come to fruition.

11. **Call to the Public for items not on the agenda.**
There was no public input.

12. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Fire District, Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Carol German attended the Yavapai College Board meeting today, where there was concern over the proposed dual enrollment fee; she shared a link with Council to keep them updated on current events.

Jackie Baker attended the Board of Trustees retreat, which discussed municipal risk, what to include in the insurance pool, and workers' compensation. Modern technology such as drones and body cameras are leading to changes in coverage. Risk management is an important business that protects lives and saves the Town money.

Vice Mayor George attended Coffee-with-a-Cop with Marshal Gardner, where they talked about finding homes for 9 rescue dogs, and encouraged more participation.

Brad Gordon attended the Groundwater Users Advisory Committee (GRUAC) meeting in Prescott Valley, where they took an educational field trip to learn about recharge ponds, effluent, and groundwater recharge.

Robin Whatley announced the Senior Center's open house, Saturday, December 5th at 10:00 a.m. and encouraged the public to support their thrift store.

Mayor German attended the unveiling of Geotourism at Blazing M Ranch; and will share with Council a breakdown of the Town's advertising budget. The Town has spent \$15,000 on advertising, and in tracking efficacy of various outlets has found that Steve Ayers has been helping us get a great return for our money. He will share with Council a document that breaks down how the Town's advertising budget was spent.

13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Martin thanked the public for their patience during the 10:00 a.m. – 3:00 p.m. emergency training for all Town staff. The Town Holiday Party is Friday, December 11th 5:30 p.m. – 7:30 p.m. at the Town Gym; and he encouraged everyone to attend the Parade of Lights Saturday, December 12th at 6:00 p.m. as well as the candlelight tour of Fort Verde State Park.

14. **Adjournment**
Mayor German adjourned the meeting at 7:47 p.m.



Charles German, Mayor



Saepyo 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 Regular Session of the Town Council of Camp Verde, Arizona, held on December 2, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17 day of December, 2015.



Virginia Jones, Town Clerk