

(Corrected) Minutes
**TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 11, 2017 at 5:30 P.M.**

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 5:30 p.m.

2. **Roll Call**

Mayor Charles German, Vice Mayor Jessie Murdock (5:31pm), Councilor Robin Whatley, Councilor Brad Gordon, Councilor Jackie Baker (Absent), Councilor Buck Buchanan and Councilor Dee Jenkins.

Also Present

Town Manager Russ Martin, Risk Manager Carol Brown, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Mayor German led the Pledge.

Town Manager Russ Martin announced it is the Mayor's birthday and brought refreshments for all to enjoy.

4. **Update by Town Manager regarding future Management Intern.** Staff Resource: Russ Martin

Town Manager Russ Martin reminded everyone there will be an intern coming to the Town of Camp Verde, selected through the National Chamber of Commerce, February 14th through May 14th. She will be shadowing him through the budget process, interacting with different Department Heads, getting used to Business English and learning general American Business Operations. Mr. Martin will have her analyze budgets from surrounding towns to compare the differences. Councilor Murdock requests that when she does her studies on neighboring cities and towns, could she look into how they work together with their tribal neighbors.

5. **Discussion and possible direction to staff regarding Manager Evaluation process, to include, but not limited to the current process, possible changes in process, review of current goals and possible setting dates for annual evaluation.**

Town Manager, Russ Martin gave everyone a handout titled, 'A Manager's Performance Appraisal: Prepare with Confidence'. It is a look at the evaluation process and the changes that may need to happen. Mr. Martin stated the goal is for Councilors to look through the packet as homework and be able to talk about creating a new evaluation form at the February Meeting. A copy of the ICMA Manager Handbook is included in the packet as well as the Town's current evaluation form, a copy of Mr. Martin's most recent review, a copy of the Town Manager Self Evaluation Form and the Town's current forms for Department Heads. Councilors should use this packet as a worksheet or reference guide. Councilors should feel free to make notes throughout the handouts and bring them back to the meeting to direct staff to what they would like the new form to look like. Mr. Martin explained the differences and benefits of having a contract in place verses not having a contract. Risk Manager, Carol Brown feels that having a contract put together for a new applicant to review would show how professional the Town is. Councilor Jenkins asked if she could see copies of contracts from other towns in the area. Mayor German thought it is a good idea to have Manager under contract, without a contract many applicants may not apply if there isn't a contract available to review. Mayor German feels that Councilors would be better able to evaluate a City Manager who is under contract.

6. **Discussion and possible direction to staff regarding the Council Policies, Procedures, Priorities, Strategic Planning and future agenda items/Meeting Schedule.**

Mayor German would like to go through the "Town of Camp Verde Town Council Policies, Rules, and Procedures" and discuss any changes Councilors might have. He gave out a handout titled, "Policies and Procedures Points for Discussion and Possible Revision" that listed his suggested revisions.

Mayor German requested on page 10, Section 4.6 Preparation and Posting of Meeting Notices, to remove number 3 because it was voted in the past to stop posting notices here. Town Clerk Virginia Jones will check to see who owns this bulletin board.

Mayor German requested on page 11, Section 5.2 Regular Meetings, move item VI Council Informational Reports to be listed after VIII Call to the public and then renumber the items accordingly. Mayor German would also like to add a narrative just under the title to include the statute not requiring the public input but Council encourages input on non-administrative items via the "Request to Speak" card.

Mayor German requested on page 11, Section 5.4 Work Session Meetings, reflect the use of the "Request to Speak" card for public input.

Mayor German requested on page 12, Section 5.9 Call to the Public, reflect the use of the "Request to Speak" card for public input. Councilor Murdock suggested using a color-coded clock to use when the public is sharing for their three minutes of input.

Mayor German and Councilor Whatley requested on page 13, Section 5.11 Consent Agenda, item B, to read as, "Consent Agenda items will be read aloud".

Councilor Whatley requested on page 13, Section 5.12 Business, item A, to read as, "The Presiding Officer will introduce each business item by reading its title or description from the agenda. Consent Agenda items will be read aloud".

Mayor German requested page 13, Section 5.13 Adjournment, to add to the existing statement, "or by Presiding Officer with voicing "without objection" to Council Members. If there is "objection", adjournment is delayed until objection is cleared. Process would be repeated for adjournment to occur".

Mayor German requested on page 14, Section 6.3 Introduction/Explanation of Agenda Items, to read, "Consent Agenda Items, the Presiding Officer shall introduce each Agenda Item by reading its full title and description, if any, and may provide whatever additional information he or she deems necessary or reasonable".

Mayor German and Councilor Whatley requested on page 19, Section 11.1, Boards, Commissions and Committees, Item B remove the word, "current".

Mayor German and Councilor Whatley requested on page 19, Section 11.1, Boards, Commissions and Committees, Item C. 2 remove the Design Review Board. Councilor's discussed the possibility of these Boards and Commissions being revived so they would rather not remove them. Russ Martin will look to see what Sedona's policies say to possibly use their wording.

Councilor Gordon requested on page 19, Section 11.2, Selection of Board, Commission and Committee Members Item G to read, "Each vacancy will be voted on". Councilor Whatley suggests it to read "Each vacancy will be voted on separately or together if applicable".

Mayor German requested on page 20, Section 11.4, Term, Vacancies, and Removal, Item B, remove item 4.

Mayor German requested on page 21, Section 12.2, Information Provided to All Candidates, Item C, to read, "During the Campaign Period, when one candidate submits a public information request to the Town, all of the other candidates shall be notified that the request has been made and if copied to one, copy to all".

Mayor German requested on page 21, Section 13.1, Definitions, Item H, to read, "Citizen Complaint Correspondence means a written complaint form that has been signed and filed by a citizen. An unsigned citizen complaint will be accepted only if deemed that the complainant could become at risk for life safety reasons".

Mayor German requested on page 22, Section 13.2, Public Access and Storage of E-Mail, Item A, the last sentence to read, "Thus, all e-mails or other correspondence pertaining to Town business that is received or sent by Council Members shall be copied to the Town Clerk for the public record".

Mayor German requested on page 22, Section 13.3, Correspondence, Item E, to add the sentence, "An unsigned citizen complaint will be accepted only if deemed that the complainant could become at risk for life safety reasons".

Town Manager, Russ Martin requested on page 23, Section 13.3, Correspondence, Item F, add "personal mail become business mail if delivered to the business".

Councilor Gordon requested page 32, Section 15.10, Enforcement of the Ethics Policy, Item A.2., clarify the word "intervene". Mayor German suggested sitting down and clarifying this whole section with the attorney. It should be more compatible with code and policies.

7. **Update and discussion regarding Business License Survey.**

Town Manager Russ Martin stated they always want to make sure they are serving the customer right. A survey is a way to collect information to get an idea of how they are doing. They will use this as a tool to evaluate their services. Mr. Martin stated he didn't need a motion on this but wanted to give the Council a "heads up" to know they are starting to collect this information.

8. **Adjournment**

Mayor adjourned the meeting at 7:10 p.m.



Charles German, Mayor



Jennifer Shilling, 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 Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on January 11, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 2nd day of Feb, 2017.



Virginia Jones – Town Clerk