

**MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY February 8, 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 pm.

2. **Roll Call**

Mayor Charlie German, Vice Mayor Jessie Murdock, Councilors Jackie Baker, Buck Buchanan, Brad Gordon, Dee Jenkins, and Robin Whatley.

Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Marshal Nancy Gardner, Risk Manager Carol Brown and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**

Mayor German led the Pledge.

Mayor German stated he would like to take a Point of Personal Privilege and present the owners of the Fort Verde Suites the 2016, 4th Quarter Camp Verde Beautification Award. Mayor German expressed his gratitude to the owners, commended them for the updated presence of the motel and its positive reflection toward the Town.

4. **Discussion, consideration and possible direction to staff regarding future evaluations and possible contract process for the Town Manager including reviewing other examples and standard ones provided by the International City/County Managers Association (ICMA)**

Mayor German addressed the Council and indicated that he would like them to take into consideration a new process for the future evaluations regarding the Town Manager. Mayor German indicated that he felt it was important to merge the seven evaluations into one manageable document that is succinct, focused on goals and felt it needs to be a concise narrative. Mayor German suggested that the HR Department be responsible in providing administrative assistance to the Mayor in regards to this endeavor. Mayor German proposed that Council then hold a secondary meeting in executive session, in which Council could discuss the comments of the Town Manager after he has responded to the evaluation. Mayor German recommended the two new Council members have more sufficient time to review the previous evaluations completed and to furthermore, postpone the next evaluation to February of 2018.

Councilor Dee Jenkins questioned if there would be any requirements or conflicts created by postponing the evaluation and indicated that she was comfortable proceeding with an evaluation as currently scheduled, and would only comment on areas that she has had experience with or has knowledge about. Mayor German explained that there are no requirements or conflicts that would arise due to a delay, and it is solely at the discretion of the Council as to if and or when an evaluation is completed. Mayor German also expressed that with the changes he is recommending, the evaluation process could be shortened and more efficient.

Vice Mayor Jessie Murdock inquired if the newest Council members had already reviewed the previous evaluations if a meeting was necessary for the discussion of new goals for the Town. Town Manager Russ Martin also asked if there were any questions or clarity needed from Council members regarding the

evaluation process.

Councilor Brad Gordon stated he felt that due to so many scheduled obligations, August is not a suitable month to hold the evaluations.

Councilor Robin Whatley indicated the goals are reinforcement of other discussions previously had by Council, including the CIP meetings.

Mayor German questioned if the Town Manager had any issue with HR participating in the process as he requested. Town Manager, Russ Martin expressed that there is a proper protocol to be followed, but essentially the HR is already involved in the 360 evaluations, they are not "editorializing" any part of it and therefore, feels comfortable with their assistance to the Mayor.

Councilor Baker requested clarification that the consensus of Council is to wait until February 2018.

Vice Mayor Murdock questioned if postponing the process to February would conflict with budget meetings. Mayor German suggested two meetings in February to streamline the process and alleviate any conflict.

Councilor Buck Buchanan stated he is completely on board with what has been discussed, thanked the Mayor for his suggestions and thanked the Town Manager for agreeing with the Council's decision.

Mayor German addressed the Council regarding the possibility of implementing an employment contract for the Town Manager position. Mayor German expressed that the Manager has not specifically requested a contract, but it is something the Council should take into consideration to implement for the current position as well as for all predecessors of the position. Mayor German indicated that topics to discuss and include in the contract would be term, continuing education, cost of living raise as well as other benefits. The contract would also be an incentive for any future applicants and gives the Town the ability to negotiate terms of employment as well.

Councilor Whatley expressed her understanding of the importance of offering a contract to future applicants, and stressed her support toward offering it to the current manager.

Councilor Jenkins stated that in her research, she discovered that other Verde Valley Communities do offer contracts for the Manager Position.

Vice Mayor Murdock conveyed to Council that there have been difficult times for the Town and the Council in the past, dealings with investigations and allegations and stated that she wants what is best for the community and feels the security the contract provides would be beneficial for both Town and Manager.

Councilor Baker stated that when Russ Martin was hired as the Town Manager, he promised he would stay until his kids were out of school and that is what she intends to hold him too! She expressed her belief in an agreement sealed with a handshake but understands that Camp Verde is behind the times in respect to contracts with a Town Manager.

Town Manager, Russ Martin addressed the Council and explained that essentially the reason why this topic has risen is due to a comment regarding credentialing. From his perspective, he wants to make sure he is doing his best and to challenge himself professionally. With that credentialing, comes costs and he is asking for the support of the Council to attend conferences to do so. Russ explained that furthering his education will make him a better manager and better prepared to handle situations. He clarified to Council that he is not pursuing these credentials to prepare to leave, but rather than to better himself in his current position.

Risk Manager, Carol Brown, explained that this is in the initial phase of the process and that outlook is for the benefit of both the Town and Manager. She stated that without a manager, the Town lacks continuity of operations and the last time the Town was without a manager, it took a year to rebound. She indicated that the Town should not offer indemnity to the Manager as it could cost the Town a tremendous amount of money if the insurance did not cover the issues. The Manager is at a risk with political, career and relocation issues when not implementing a contract. The idea of a contract enhances the position, gives a competitive edge in recruitment, must be comprehensive and match expectations of both parties, assists in obtaining and retaining a manager and promotes longevity in the position.

Town Manager, Russ Martin expressed that the point of the discussion was to examine options and move forward in the process. Martin indicated that he wanted Council to have a clear understanding of what is available and suggested that when the Town does find itself in transition of a new manager, to rely heavily on the Town Attorney. He asked Council for the opportunity to put together a first draft of a contract and to have the Town Attorney review the document as well. He addressed how neighboring Town Managers operate under contract and pointed out to Council how vastly different each Town is. He pointed out to Council that one clause he supported is operational understanding and without such a provision, the Town could find themselves with a short-term manager that is not involved in the community.

Mayor German expressed that he felt community involvement and the level thereof should be a major component when selecting future managers.

Town Manager, Russ Martin, also indicated that other provisions should be included and clarified. He also suggested the consideration of a longevity provision, with a longevity bonus as incentive. The ICMA has a minimum of a 2-year contract, which he recommends the Town follow. There are certain aspects of contracts that the Town Manager indicated he did not agree with, such as additional costs, which could include allowances of cars, housing, and moving expenses. As far as a term provision, he expressed that there is security in such, but no guarantee of a renewal at the end of the term, therefore, recommended Council consider an open ended term. Manager Martin provided a list to Council for consideration which included: Years/Term, Termination/Severance clauses, Training/Dues/Subscriptions, Leave, pay, Longevity Pay, Auto Allowance, Cell Phone Allowance, Housing Location/Allowance, Moving Expenses, Other employment, Outside activities, Home purchase assistance, Various Benefits Retirement Healthcare etc., Hours of work, Performance review process, Bonding, Indemnity.

Council requested that staff move forward and requested that the Town Manager do the framework with the attorney, which would give council something to work with.

Vice Mayor Murdock inquired about a mediation provision as well as what would happen if a new council wished to modify a current contract. Russ Martin expressed that there are provisions available for both and would be included for review.

Councilor Gordon requested to see Manager Contracts from other communities in the area for review. Martin expressed that he would create an index to help move through the contracts where similar provisions are listed in other contracts to help in the review process.

Town Manager Russ Martin announced to Council that Town Clerk, Virginia Jones, has requested to step down from her current position, which will become effective after the Council has reviewed and approved the Job Descriptions and the Standard Operating Procedures. Russ expressed that he feels he has failed the Clerk in her position and has not provided her with the proper tools. Town Clerk, Virginia Jones, disagreed with the Manager and expressed that he has been very supportive and helpful during her tenure as the Clerk. Councilor Whatley acknowledged that the Clerk has faced some very difficult situations within the Town and commended her for the work she has done thus far.

5. **Adjournment**

Without objection, the Mayor adjourned the meeting at 6:48 pm.



Charles German, Mayor



Marie Moore, 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 Meeting of the Town of Camp Verde, Arizona, held on February 8, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 2 day of March, 2017.



Virginia Jones, Town Clerk