

MINUTES
MAYOR AND COMMON COUNCIL RETREAT
Of the TOWN OF CAMP VERDE
MARSHALL'S OFFICE TRAINING ROOM – 646 S 1ST STREET
SATURDAY, OCTOBER 17, 2015 at 11:00 a.m.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Commission discussion to facilitate future research.

1. **Call to Order**
Call to Order at 11:00 a.m.

2. **Roll Call**
Mayor Charles German, Councilors Jackie Baker, Robyn Whatley, Brad Gordon and Jessie Jones-Murdock are present. Councilor Carol German was present (arrived at 11:12 a.m.) Vice Mayor Bruce George is absent.
Also Present
Ken Strobeck, League of Arizona Cities and Towns, Town Manager Russ Martin, Town Clerk Virginia Jones, and Recording Secretary Lynn Riordan.

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

4. **Presentation by League of Arizona Cities and Towns Executive Director, Ken Strobeck, to include, but not limited to, the duties of the Mayor and Common Council as required by Arizona Revised Statute, Council-Manager Form of Government, and Council Policies and Procedures.**
Mayor German introduced Ken Strobeck, and advised the purpose of this Retreat is to clarify the duties of the Town Council, the Town Manager, and develop materials and resources for Council Members (including any resident considering running for office), and Commission Members.

Mr. Strobeck advised that it is common for the general public to be unaware of the time and effort required by Council and Commission members to serve their community. Mr. Strobeck gave a brief overview of best practices of successful communities to help protect and work in the best interest of the community. Mr. Strobeck advised, and recommended, many written resources available in written form and online (League of Arizona Cities and Towns), publications: You as a Public Official, Council-Manager Government in Arizona, and What All Local Elected Official Need to Know.

Mr. Strobeck gave a presentation that included Council Member and Town Manager questions and answers, and comment, emphasizing the need to work together as one body of government, not independently of each other, and for the best interest of the community. City government is non-partisan and is the most efficient and independent form of government. It is important to remember that differences of opinion are normal, however, it is imperative that each Council member put disagreements, conflicts and prior errors behind them, moving forward with an open mind. Council members should not try to resolve or investigate any allegations of criminal behavior. Such allegations should be handled and investigated by law enforcement and adjudicated in the courts. The Council may, however, investigate and address character complaints or general citizen complaints about the Town Government or Council decisions, with such matters being placed on a Council Meeting Agenda or addressed at the "Call to Public" Agenda Item at any open meeting. The Mayor, and all Council members, should be careful in representing the town and address all matters in an objective and non-partisan manner. It is the Mayor's responsibility to conduct the Council Meetings in an appropriate manor, controlling the flow of discussion and setting an example of respect and protocol. Council Members are elected by the residents and remain in the "spot-light" 24 hours a day while in office, as they are the "stewards" of the community. Mr. Strobeck gave an over-view of Mayor and Council duties and obligations at set forth by Arizona Revised Statute, Title 9.

Lunch Break 12:05 p.m. – 12:25 p.m.


Mr. Strobeck advised that it is also common for the general public to have a misconception of the relationship between the Council and the Town Manager. Discussion covered the misconception that the City Council "rubber stamps" everything the Town Manager presents, and the lack of public knowledge regarding the Town Manager's duties and responsibilities. Mr. Strobeck advised that the Council-Manager Form of Government was designed after corporate structure, as in any corporation there is a Board of Directors and a Chairman, who direct

management and administration of the corporation to the CEO. The Town, with a Council-Manager Form of Government has a City Council with a Mayor, who make decisions and enact city ordinances and resolutions, and directs the Town Manager to administer their decisions. The Town Manager also holds the obligation to accurately and efficiently prepare and present the annual budget, objectively provide information and data to the Council, as well as manage the Town Departments, as instructed by the Town Council. It is the duty of the Town Council and the Town Manager to uphold and perform duties within their positions in an ethical manner and always avoid the appearance of impropriety. The Town Manager, although always available to discuss Town matters with all Council Members, should not take direction from any Council Member individually. The Council as a body should present all directives, policies and administrative decisions to the Manager.

Mr. Strobeck suggested and encouraged additional discussion between Council members, presentation of multiple options, and requesting formal motions at Town Council Meetings may help the public understand the administration of the Town and help alleviate the misconception that the Town Manager is "running the Town". Mr. Strobeck advised that the Camp Verde Town Code already has policies and procedures, including investigation of all complaints. Discussion covered council members attending neighborhood meetings. Mr. Strobeck advised while council members may be interested in gathering information, want to show support to the community, or have a personal interest, and that attendance is not prohibited, the Council members should avoid advocating, or giving the appearance of advocating, for any special interest group. Any matter of public interest, or complaint, can be placed on the Agenda or brought to the Council's attention under "Call to Public" during a Council Meeting. As there is no true authority, except public election, to remove or discipline any inappropriate, disrespectful or unethical Council member behavior, it should be of highest priority for each Council member to act respectfully and ethically, follow the Town Code policies and procedures and State law, work together as a group, not individually, and keep an open line of communication to best serve their community.

The Mayor and Councilors thanked Mr. Strobeck for his presentation. Mayor German advised that an additional Council Retreat would be scheduled for Council discussion regarding any suggested changes to Town Code, Policies and/or Procedures particularly Council and/or Staff appearance of impropriety and addressing potential inappropriate behaviors.

Adjournment. The meeting was adjourned by Mayor German at 1:45 p.m.



Mayor Charles German



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 Retreat of the Town of Camp Verde held on October 17, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 2 day of December, 2015.



Virginia Jones – Town Clerk