

MINUTES
COUNCIL/MANAGER RETREAT
COUNCIL CHAMBERS
473 S. Main Street, Ste. 106
August 10, 2011 at 4:00 p.m.

Minutes are a summary of the discussion and/or actions taken. They are not verbatim.
Public input is placed after Council discussion/motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. Call to Order

Mayor Burnside called the meeting to order at 4:00 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, Bruce, Buchanan, German, and Whatley were present. Manager Martin and Clerk Barber were also present.

3. Discussion of, but not limited to the following in no particular order:

a. Capital Improvement Plan process

Martin explained that kickoff of the 2011 CIP process begins tonight, noting that staff was holding an open house to allow the public to view the offices and equipment, as well as to gain knowledge as to what each department provides. He advised that the goal was to get citizen participation through volunteers serving on a committee. He reviewed the 2001 CIP process and advised that staff attempted an update in 2005; however, there is no evidence that this plan was ever approved by Council. After discussion about various methods in which to encourage public participation, it was the general consensus that Council would conduct work sessions and take extra measures to advise the public and encourage public participation. Martin said that he hoped to complete the CIP early next year in time to be considered in the 2012/13 budget cycle.

Burnside noted that it was important for Council members and staff to refrain from saying, "We can't afford that" because it causes people to think that they really have no input.

b. Organizational Structure

Martin explained that staff attempts to keep the organizational chart as current as possible. However, with all the changes going on and unfilled positions, it is no longer up-to-date. He advised that he would be asking Council to consider an Economic Development Director position at the next meeting, noting that if approved, would somewhat shift the organizational chart. He advised that it would be updated as soon as possible. Council members noted that the chart still contained the Special Projects Coordinator position and Beaver the Creek Library. Martin advised that some of the 'boxes' on the chart no longer contained people.

c. Review/training relative to the Town of Camp Verde Operations & Procedures Guide, Council Policies, Rules, and Procedures Section

Martin explained that the purpose of this agenda item was for Council members to discuss matters amongst themselves so that they could effectively work together to get the business of Town accomplished.

Council members questioned the Mayor about how he disseminates information to staff and other members. After discussion, it was determined that the Mayor would make every effort to keep Council informed of his meetings and other information that might arise.

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After discussion, it was determined that the Mayor's focus during meetings is to run the meetings in a manner that allows all Council members sufficient and equal time to express their opinions or concerns. The Mayor advised that he would make it a point to speak after all other members had spoken.

There was also discussion and reminders that all 7 members make up the Council and that no decisions or directions could be given by one member only.

In answer to questions, Martin advised that since the day he started, he had encouraged Council's freedom to contact staff any time that they had a question. He explained that the sooner staff is contacted about a typo or the need for additional information, the sooner staff can get it corrected. He explained that the purpose of the 'green sheets' initially started as a notice that items were not submitted in a timely manner. He advised that he had instituted policies and procedures that corrected this and that Council should view 'green sheets' in a more positive fashion, as they now contain 'up-to-the-minute' information.

Council members reminded each other to take care not to chastise staff in public and to take care when speaking with the newspapers.


- d. **Review and update of the 2010 Priority List for 2011. The 2010 Priority List included Economic Development, Master Contract Template(s), Water Rights establishment, Risk Management policies & procedures, Capital Improvement Plan projects (recently added), Code Enforcement, policies on property acquisition/acceptance/disposal, investment policy, Master Facilities Use Agreement with the school district, Town initiated rezoning (non-conformance), Rio Verde remodel (construction), downtown revitalization plan, new park development, Finnie Flat Road design (Corridor Plan), Rezzonico Park development, Senior Center upgrades, Town Center plan update/redo, trail development, General Plan update (deadline 2015), Sanitary District consolidation, water company purchase, and teen center.**

Martin advised that the 2010 Priority List was attached. Martin suggested that Council members review the list to determine their primary goals, noting that some of the items that were ranked lower last year might now become a priority. He advised Council that he would develop a priority list based on his discussions with members and advise Council when it was complete.

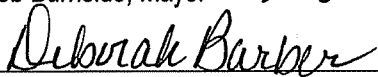
The Mayor ended the discussion by asking each member if they were satisfied with the meeting. All members indicated that they were satisfied and felt that this type of meeting provided good opportunity to speak openly. Members said that they would like to have a retreat more often to open lines of communication. Members briefly discussed the constraints of Open Meeting Laws and their inability to socialize with each other and to develop relationships.

4. Adjournment

Following a motion by Baker, seconded by German, the meeting was adjourned at 5:40 p.m.



Bob Burnside, Mayor 8-8-11



Deborah Barber, Town Clerk

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CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Council/Manager Retreat of the Town Council of Camp Verde, Arizona, held on the 10th day of August 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2011.

Deborah Barber, Town Clerk