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**TOWN COUNCIL MEETING**  
**6401 E. LINCOLN DRIVE**  
**PARADISE VALLEY, ARIZONA 85253**  
**MINUTES**  
**Monday, February 25, 2019**

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**1. CALL TO ORDER / ROLL CALL**

Mayor Bien-Willner called to order the Town Council Planning Retreat on Monday, February 25, 2019 at 9:00 a.m. in the Hampton Room, El Chorro, 5550 E Lincoln Dr, Paradise Valley, AZ 85253.

**COUNCIL MEMBERS PRESENT**

Mayor Jerry Bien-Willner  
Council Member Ellen Andeen  
Council Member Paul Dembow  
Vice Mayor Scott Moore  
Council Member Julie Pace  
Council Member Mark Stanton  
Council Member Anna Thomasson

**STAFF MEMBERS PRESENT**

Interim Town Manager Brian Dalke  
Town Attorney Andrew Miller  
Deputy Town Manager Dawn Marie Buckland  
Town Clerk Duncan Miller  
Police Chief Peter Wingert  
Town Engineer Paul Mood  
Community Development Director Jeremy Knapp  
Chief Financial Officer Douglas Allen  
Chief Information Officer Steven Brunasso  
Public Works Director Bent Skoglund  
Municipal Court Director Jeanette Wiesenhofer  
Deputy Town Attorney Deborah Robberson  
Human Resources Manager Jinnett Hancock

**2. Welcome Remarks**

Mayor Bien-Willner offered opening remarks and thanked everyone for attending.

**3. Agenda Overview, Ground Rules and Outcomes for the Day**

Interim Town Manager Brian Dalke distributed copies of the Town's mission, vision, values statements, and strategic initiatives, the League of AZ Cities and Towns publication on Council Manager form of Government, and ICMA Code of Ethics.

He discussed the agenda and ground rules for the day.

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Note: Minutes of Town Council meetings are prepared in accordance with the provisions of Arizona Revised Statutes. These minutes are intended to be an accurate reflection of action taken and direction given by the Town Council and are not verbatim transcripts. Video recordings of the meetings along with staff reports and presentations are available online and are on file in the Office of the Town Clerk. Persons with disabilities who experience difficulties accessing this information may request accommodation by calling 480-948-7411 (voice) or 480-348-1811 (TDD).

**4. Mayor, Vice Mayor & Councilmembers –Perspectives on 2019**

Each Council Member shared information about their background and / or described their interests for the Council term.

**5. Council/Manager Communication Protocols**

Mr. Dalke discussed the Council Manager form of government. He explained the Council's role as policy makers which is characterized by making budget decisions, setting tax rates, adopting ordinances and zoning regulations, and determining other short- and long-term goals. In contrast, the Manager is responsible for administrative decision making and implementation of Council policy.

The Council discussed best practices and expectations related to email communications with staff and among themselves. Town Attorney Andrew Miller reviewed the implications of open meeting and public records laws on email usage.

**6. Council Agendas Protocol**

Town Clerk Duncan Miller summarized the process set forth in the Town Council Rules and Procedures for adding items to Council agendas. He distributed a handout summarizing the process. He noted that the Mayor or Manager may schedule items. Alternatively, a vote of three Council Members may add an item to a future Study Session during agenda item #13 Future Agenda Items.

**7. Council Discussion on Carryover Initiatives**

The Council discussed carryover initiatives from the previous Council term. Consensus was formed on which items would be scheduled for discussion at a future Study Session and approximately when they would be discussed.

**8. Council New/Expanded Initiatives**

No additional items were suggested at this time; however, it was noted that there will be opportunities in the future to consider new and expanded initiatives.

**9. ADJOURN**

**A motion was made by Council Member Thomasson, seconded by Council Member Stanton, to adjourn. The motion carried by the following vote:**

**Aye:** 7 - Mayor Bien-Willner  
Council Member Andeen  
Council Member Dembow  
Vice Mayor Moore  
Council Member Pace  
Council Member Stanton  
Council Member Thomasson

Mayor Bien-Willner adjourned the meeting at 3:10 PM.

**TOWN OF PARADISE VALLEY**

SUBMITTED BY:

  
Duncan Miller, Town Clerk

STATE OF ARIZONA                    )

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COUNTY OF MARICOPA                )

**CERTIFICATION**

I, Duncan Miller, Town Clerk of the Town of Paradise Valley, Arizona hereby certify that the following is a full, true, and correct copy of the minutes of the regular meeting of the Paradise Valley Town Council held on Thursday, February 25, 2019.

I further certify that said Municipal Corporation is duly organized and existing. The meeting was properly called and held and that a quorum was present.



  
Duncan Miller, Town Clerk