

**TOWN COUNCIL OF DEWEY-HUMBOLDT
SPECIAL MEETING NOTICE**

Friday, June 30, 2017, 6:30 P.M.

**COUNCIL SPECIAL MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Roll Call. Town Council Members Jack Hamilton, John Hughes, Amy Timmons, Doug Treadway, Victoria Wendt; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

3. Special Session: Legal action to be taken.

3.1. Resignation of Town Manager Yvonne Kimball, discussion of whether to hire an Interim Manager, and process for the recruitment of a new manager.

4. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, July 18, 2017, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, July 6, 2017, at 6:00 p.m.

Next Town Council Work Session: Tuesday, July 11, 2017, at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

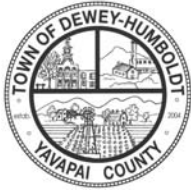
Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2017, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL SPECIAL MEETING

June 28, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item #3.1. Resignation of Town Manager Yvonne Kimball, discussion of whether to hire an Interim Manager, and process for the recruitment of a new manager.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: June 22, 2017

Considerations:

- 1. Whether to appoint an Interim Manager – (recommendation – appoint one)**
- 2. Direction on process of hiring the next Town Manager; options – in-house recruitment; engaging the services of a qualified firm or individual (recommended)**

Summary:

It has been my distinct pleasure serving the Town as the Town Manager. I tendered my resignation last week on June 22, 2017.

My employment contract stipulates that in the event of resignation, the Town Manager give the Council 60 days' advance notice unless the Parties agree otherwise. Town Code 30.030 provides that the Manager shall provide the Council with 30 days' written notice of intention to resign his or her position. Despite the conflict, I am ready to stay until August 18, which would give the Council 60 days advance notice. During the next couple of months, I will be making the transition with the Council and Staff.

Moving forward, Town Council needs to fill the vacancy, unless you decides to eliminate the office of the Town Manager and change the form of the government, which would require another process to accomplish. I will be happy to assist the Council with finding the new Town Manager.

Before a permanent Manager arrives, there are many advantages of appointing an Interim Town Manager. In fact, the Town utilized several Interim Managers before my arrival. The last Interim Manager the Town hired was through a professional firm, Interim Public Management. The firm's brochure is included. The firm has an excellent reputation throughout the state. I do recommend Council appoint an Interim Manager, either through IPM or appointing someone through other means. It would greatly lessen the burden to the Council and Staff.

Hiring a Town Manager typically takes between two to six months (In my case, it took a year from the time applied for the position to the time I assumed the office). I recommend that Council consider hiring a recruitment professional for the process. If Council wishes to engage the professional services for the recruitment, Council and the qualified firm and/or individual can determine the extent of their services so that Council can remain in as much as control as you

would like to have during the process. If you are interested in engaging a qualified firm or individual to assist you, we can bring some possible choices.

I have attached the vacancy advertisement from the last TM recruitment in 2010. Council can direct to advertise the vacancy immediately to begin the process. As an alternative, Council can postpone the decision to advertise the vacancy once you have decided whether to engage professional recruitment services or not, as the recruitment services can include writing the job profile.

June 22, 2017

Mayor and Council
Town of Dewey-Humboldt
PO Box 69
Humboldt, AZ 86329

Mayor and Council,

This letter is to confirm that I am resigning from my position as the Town Manager of Dewey-Humboldt. My last day of employment will be on August 18, 2017.

It has been my genuine pleasure working for the Town of Dewey-Humboldt. I was appointed by the Council and have been the Town Manager since January 3, 2012. During the following years, I have worked alongside exceptional elected officials, talented employees, passionate residents and many excellent interest groups. Together we have overcome some very challenging times and accomplished many great things for the Community.

I am proud and honored to have been able to serve this fine community for almost six years as its Town Manager. My family and I appreciate the opportunities we have been given during my time with the Town, as well as everyone's kindness towards us and our wellbeing.

While it is sad for my family and me to bid our farewell to Dewey-Humboldt, which we have called home for the past 6 years, I wish you and the Town the best of success in the future. In the coming weeks, I will be working with you and the staff to ensure a seamless transition.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Yvonne Kimball', with a stylized flourish at the end.

Yvonne Kimball



Interim Public Management presents a turnkey solution that addresses the immediate management needs of local government and public organizations by providing seasoned interim city, town and county managers, and department directors to great organizations — turning turmoil into tranquility.

Our firm was created to garner the years of experience accumulated by **tenured public leaders** and to harness that knowledge for the betterment of communities. Our team of over 120 tenured public executives have managed over 70 different cities and organizations in 15 states and have the maturity and wisdom that is only obtained through experience. If you need a department director, we have the most experienced and dedicated professionals ready to serve for as long as you may need (commonly 3 to 9 months). Although an existing employee is sometimes appointed to fill an interim vacancy, this practice leaves that individual overburdened and unable to be effective. Instead, Interim Public Management provides a seasoned professional — allowing optimal organizational performance. We provide both types of managers and directors typically needed for each engagement: Communities and organizations in transition often need an experienced change agent that won't stay on permanently, while others want to test drive a potential manager before making them a permanent member of their leadership team.

Benefits of Hiring Interim Public Management

- Provides needed Leadership during transition period
- Expertise **now**, when you need it
- Gives time for **quality search** process
- Keeps development **opportunities moving** forward
- Helps **retain and motivate** employees

Guaranteed service ensuring **satisfaction**

What our Clients say about IPM:

"The IPM Associate was excellent to work with, he was very strategic and assisted us in planning for IT."

Crystal Dyches – City Manager, Page, AZ



INTERIM SERVICES

Great Organizations Need Great People

Each interim executive is a certified expert in his or her field, including Credentialed City Managers and Certified Economic Developers. You will have a large pool of over 100 experts to serve your needs. When you contract with us, you know you will receive the services of a public leader who has been through the transition period that occurs when a key official leaves.

- Finance Directors
- Public Works Directors
- Planners
- Parks and Recreation Directors
- City Managers
- City Clerks
- Police Chiefs
- Economic Development Directors
- Human Resource Officers
- IT Directors
- Fire Chiefs
- Procurement Officers
- Community Development Directors
- Community Services Directors
- Library Directors

Highest Ethical Standards

Each Interim Public Management Associate accepts the following **Code of Ethics**:

- Be dedicated to the concepts of effective and democratic public service
- Affirm the dignity and worth of the services rendered
- Be dedicated to the highest ideals of honor and integrity
- Serve the best interest of all the people
- Submit policy proposals to elected officials
- Refrain from all political activities
- Improve the team's professional ability
- Keep the Community informed of local government affairs
- Resist encroachment on professional responsibilities
- Handle matters of personnel on merit
- Seek no favor

Contact us to provide the right interim executive for your public organization.

Town Manager Ad

Town Manager, Dewey-Humboldt, AZ. Salary: \$ 3,800-5,900/Mo. DOQ; plus benefits package. Reports to Mayor & six-member council. \$4.5M annual budget; 7 full-time and 3 part-time staff. Unique opportunity in Central Arizona's high desert. "Arizona's Country Town" is committed to maintaining its spacious, historic, rural flavor, yet is only 90 minutes from Phoenix and part of the Prescott metropolitan area. Police services by contract. Requires "hands-on" individual with knowledge of planning, finance, road construction and maintenance & use of technology; commitment to excellent customer service, council and staff relations. Requires degree in relevant field or equivalent experience; 3-5 years experience in municipal management. Closing date: **January 14, 2011**. Send cover letter, résumé and references to: Human Resources, Town of Dewey-Humboldt, P.O. Box 69, Humboldt, AZ 86329. EOE. www.dhaz.gov, or email to HR@dhaz.gov.