

**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 SUMMARY

1. **Call To Order.** Mayor Terry Nolan called the meeting to order at 6:31 p.m.
2. **Roll Call.** Town Council Members Jack Hamilton, John Hughes, Amy Timmons (arrived at 6:34 p.m.), Doug Treadway, Victoria Wendt, Vice Mayor Mark McBrady (arrived at 6:33 p.m.), and Mayor Terry Nolan were present.
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.

Mayor Nolan explained that this discussion was in reference to the resignation of Town Manager Kimball who will be moving on to a new position in California. Mayor Nolan advised that Council needed to initially discuss the process of hiring an Interim Town Manager, and later the process of replacing Town Manager Kimball. Mayor Nolan mentioned that an individual they had previously used, Craig Pickering, relocated to Washington, but was willing to work with Council on this matter.

Mayor Nolan informed the audience that Council would not be taking Public Comment during this meeting.

An audience member clarified that they just had a question. What were the law requirements regarding replacement of the position and when was Town Manager Kimball leaving. Mayor Nolan explained that Town Manager Kimball would be leaving in late August, which met her 60-day notice requirement.

Mayor Nolan spoke again of Mr. Pickering of IPM, who was used previously, and that the position would be posted and anyone could apply. Mayor Nolan again recommended using Mr. Pickering, but they would look at all submitted resumes.

There was extensive Council discussion regarding the best process to engage an Interim Town Manager and a permanent Town Manager. This discussion included the topics of tentative salary range; health benefit requirements, temporary employment recruitment firms vs. the advantage of a local search, which may provide individuals with familiarity of the area.

Councilmember Timmons made a motion that Council advertise statewide for an Interim Manager. This motion failed for lack of a second.

There was further Council discussion regarding the avenues of advertisement with Council consensus that it should be statewide; experience and education requirements for candidates; further questions regarding the recruitment firm's fees and process; and comments in support of a local candidate, as well as comments in support of using the recruitment firm.

Town Manager Kimball clarified that the recruitment firm (IPM) charges a \$1,500 retainer fee, which is credited to the salary, if the Town employs one of their candidates. The recruiting firm employs and pays the chosen candidate, the Town contracts with the firm. The firm will provide up to three confidential interim resumes within 15 business days from the date of the agreement.

Vice Mayor McBrady made a motion to approve advertising statewide and with the League and this company for the Interim Town Manager.

There was further Council discussion and Vice Mayor McBrady questioned how the League would find people or get the information out.

Town Manager Kimball clarified the League's involvement.

Councilmember Hamilton seconded Vice Mayor McBrady's motion.

Vice Mayor McBrady amended his motion to include "locally", as well.

Town Manager Kimball clarified that employment vacancies are posted on the website; advertised in the Daily Courier, which covers Yavapai County; and send it to League of Cities, which is nationwide; and ICMA for interim as well which would be nationwide.

There was further Council discussion regarding benefits and changes in the state law and the possible requirement to pay sick leave; whether the position would be part-time or full-time; and the salary range.

Councilmember Timmons called for a vote.

There was further Council discussion regarding the actual ad and there was confusion regarding whether the ad pertained to an interim or permanent Town Manager.

Councilmember Hughes asked for Town Manager's Kimball recommendation. Town Manager Kimball indicated wanting to leave the Town in a good position with someone the Town is comfortable with.

Councilmember Timmons asked if they could call for a vote.

Mayor Nolan explained that they could call the question and then call for a vote. He called a vote on the question, which passed unanimously. He asked that Vice Mayor McBrady's motion be restated.

Vice Mayor McBrady amended his motion to approve to advertise locally, statewide, with the League and the recruitment firm for an Interim Town Manager, seconded by Councilmember Hamilton. The motion passed unanimously.

There was Council discussion regarding the salary range and full-time and part-time status requirements. Town Manager Kimball indicated she believed that the only benefit required for a temporary employee would be sick leave but she would consult with the Town Attorney for clarification on benefit requirements.

Town Manger Kimball confirmed with Council that the range of \$5-6,500 per month was accurate. It was clarified that the \$6,500 figure would include any required benefits.

Vice Mayor McBrady asked what Town Manager Kimball was being paid, which was determined to be approximately \$6,600 per month.

There was further Council discussion regarding salary and that an interim should not be paid what the permanent Town Manager would be paid. Tentative living and other miscellaneous expenses of the interim Town Manager were discussed.

Councilmember Timmons made a motion to have Town Manager Kimball propose an ad for an Interim Manager with appropriate salary and get with the Attorney on the legal side and bring this back to a Special Council Meeting on July 5, 2017.

There was Council discussion regarding the salary range and the need to consult further with the recruitment firm on their salary expectation. There was Council consensus to keep the salary range at \$5-6,500.

Councilmember Timmons' motion was restated as: A motion to have Town Manager Kimball propose an ad for an Interim Manager with appropriate salary and get with the Attorney on the legal side and bring this back to a Special Council Meeting on 7/5/17. Councilmember Hughes seconded the motion. The motion passed unanimously.

Mayor Nolan clarified that the Interim Town Manager issue was taken care of, now they need to discuss the permanent Town Manager position. He recommended using the firm that Town Manager Kimball worked with, noting that if he could take away a good person like Ms. Kimball, why not ask him to get the Town another good person.

There was Council discussion regarding using a headhunter or recruitment firm, as well as putting an ad in the newspaper for the permanent Town Manager position. There was concern that local talent may be overlooked. Mayor Nolan clarified that he would speak with the recruiter, the League, and advertise locally, as well. There was further discussion regarding the recruiter process and clarification on what type of services the League of Cities provides.

Town Manager Kimball described the process that involved her new position. She gave her personal recommendation that the Council use the recruiter process.

Councilmember Hamilton made a motion to approve Mayor Nolan contacting three agencies, two off the League list and the company that Ms. Kimball worked with, get a proposal from each of them and bring it back to Council on July 5, 2017, seconded by Councilmember Treadway. The motion passed by a 6-1 vote, with Vice Mayor McBrady voting against.

Town Manager Kimball asked for clarification on what the Council's expectations were regarding the full-time position at the July 5, 2017, meeting and if they wanted this to be an actionable item. It was clarified that this would be on the agenda for July 11, 2017, as an action item.

Councilmember Hamilton requested that Public Comment be allowed at the Special Meeting on July 5, 2017, 6:30 p.m..

4. **Adjourn.** The meeting was adjourned at 8:27 p.m.