

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL MEETING MINUTES
JULY 28, 2017, 8:00 A.M.**

A SPECIAL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON FRIDAY, JULY 28, 2017, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** Vice Mayor McBrady called the meeting to order at 8:00 a.m.
2. **Roll Call.** Town Council Members Jack Hamilton, John Hughes, Amy Timmons, Doug Treadway, Victoria Wendt; Vice Mayor Mark McBrady were present. Councilmember Amy Timmons and Mayor Terry Nolan were absent.
3. **Special Session:** Legal action to be taken. Public Comments on agenda item can be taken.
 - 3.1. **Discussion of Interim Town Manager recruitment - discussion of applications and selection of a short list for further consideration.**

Vice Mayor McBrady asked if there was any discussion before they recessed to Executive Session.

Councilmember Hamilton spoke of being surprised at the number of qualified applicants. Since some of the applicants were well qualified, he wondered if Council wanted to pursue any of them for permanent Town Manager. He would prefer to hire someone as an interim, if it did not work out, and then go with another list or outside firm.

Councilmember Treadway agreed with Councilmember Hamilton and that there were a couple people who could hit the ground running and do a good job. They may find someone that meets all the expectations.

Councilmember Wendt thanked all the applicants, they were all wonderful, however, some were extremely qualified and possibly could work out long term.

Vice Mayor McBrady spoke of the initial process being to choose an Interim Town Manager. One thing was advertised and if you change the goal now that was not fair to those who were looking for permanent work. He feels that anyone could still apply for the permanent position later.

Councilmember Hughes spoke of agreeing with Vice Mayor McBrady that anyone could put their application in for the permanent position. If someone is qualified as interim and Council gets along with them, he won't kick them to the curb, he would give them a chance. Proceed with the initial plan and review the interim applications.

Councilmember Hamilton spoke of the additional advertisement for a permanent manager. He does not think this money should be spent right now. If you are sticking to that plan, you need to get advertisement out within a week or two. He prefers to see how the interim works out, and then advertise for the long term, if necessary.

Councilmember Treadway spoke of the recruiting-type process and questioned if the interim could apply and be considered should an agency be hired.

Mayor Nolan phoned into the meeting at 8:10 a.m.

Councilmember Treadway restated his question.

Town Attorney Smiley pointed out that the agenda only addressed the interim process and they should back up and not address the permanent process at this time. She confirmed that the interim could apply even if an agency was employed to fill the permanent position.

Vice Mayor McBrady spoke of agreeing with Attorney Smiley to discuss the Interim Town Manager position only. He inquired how to get down to a reasonable number of interviewees.

Town Manager Kimball described using a tally sheet to come up with a short list of three or four applicants. There was Council discussion regarding the process of elimination.

Councilmember Hamilton made a motion to enter Executive Session, seconded by Councilmember Hughes. The motion carried unanimously.

Mayor Nolan spoke by phone that he wanted to share three names of candidates and was asked to wait until Executive Session.

Vice Mayor McBrady closed the Special Meeting at 8:23 a.m.

3.1.1. Recess into and hold an executive session pursuant to A.R.S. § 38-431.03

(A)(1) Discussion or consideration of employment or appointment and salary of an interim town manager.

Council recessed to Executive Session at 8:25 a.m.

Mayor Nolan ended his conference call at 8:29 a.m.

3.1.2. Reconvene Regular Meeting.

Council reconvened into Open Session at 9:25 a.m.

A second Roll Call reflected that Councilmember Timmons was now present having arrived during Executive Session at 8:36 a.m.

3.2. Discussion and direction on the next steps of the Interim Town Manager recruitment process-next steps.

Councilmember Hamilton gave direction to Town Manager Kimball to schedule interviews with the chosen applicants as soon as possible. He spoke of taping the interviews so any absent Council Members can listen to it if they cannot attend a meeting. This needs to be on a fast track and those absent can listen later.

Vice Mayor McBrady asked if a meeting could be scheduled now. TM Kimball confirmed this.

Councilmember Timmons noted that she has the tightest schedule but would like to attend the interviews. She acknowledged the need for promptness. She mentioned that she understands the Mayor may be unavailable for some of the meetings.

There was discussion of the Mayor's schedule, different possible meeting times and posting requirements. There was Council consensus to hold the interview meetings on Wednesday, August 2, 2017, at 7:00 a.m. and Monday, August 7, 2017, at 8:00 a.m. and Thursday, August 10, 2017 at 8:00 a.m. There was discussion regarding the interview questions and TM Kimball would provide this to the Council from a reference she had.

There was further Council discussion with the Town Attorney regarding salary and incidental expenses and the actual hiring process. The negotiations can be addressed during the interview or in discussion later. The Town Attorney explained different scenarios for the hiring process. There was discussion regarding more details of the process.

Councilmember McBrady asked Town Manager Kimball what her last day would be. Town Manager Kimball explained that she is prepared to stay until Friday, August 18th. She expressed that she would like to put her family first, for one time, and begin vacation time

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on Friday, August 4, 2017. Councilmember Wendt said she did not think that would be possible. Town Manager Kimball expressed that she could take calls or be contacted but she would like to spend her last couple weeks with her family. There was Council comment that this was acceptable. Councilmember Wendt noted some big things coming up; the animal issue was on the agenda for August 8th. Town Manager Kimball said she would be happy to be here for that meeting on the 8th. She spoke again of her family's sacrifice and their support for six years. Councilmember Timmons asked Town Manager Kimball if she felt she needed to actually be here for the animal ordinance. Vice Mayor McBrady spoke of Councilmember Wendt wanting Town Manager Kimball at the meeting on the 8th. The Town Attorney confirmed that they would be attending future meetings during this interim process. Town Manager Kimball explained that this was not the way she planned to share this information. She spoke of her appreciation of Council over the years.

4. **Adjourn.** The meeting was adjourned at 9:49 a.m.

Terry Nolan, Mayor

ATTEST:

Julie Gibson, Town Clerk