

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

Wednesday, July 5, 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. Public Comments on agendized item can be taken.

3.1 Review and possible authorization for the advertisement of the Interim Town Manager position.

3.2 Review and possible authorization of signing a retainer letter to retain Interim Public Management, LLC to submit qualified candidates to the Town for consideration of an Interim 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 Julie Gibson.

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 3rd day of July, 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

July 5, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item #3 .1 and 3.2 regarding find an Interim Town Manager

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: July 3, 2017

Summary:

At the June 30, 2017, Council Meeting, the Council directed Town Manager Kimball to work on the ad to seek an Interim Town Manager (ITM), as well as allowing IPM, LLC to submit candidates.

The Town Attorney is still working on the ad. Attached please find the draft. By Wednesday, July 5, 2017 (Tuesday, July 4 is an observed holiday), at meeting time, we will have answers to the benefits question for the ITM position. We should be able to finalize the ad and, if Council wishes, it can be posted immediately after the meeting.

As far as IPM, LLC services, attached is the retainer letter. In his retainer letter, the CEO outlined that the Council needs to agree to utilize his service exclusively. The Town Attorney can clarify what this means at Wednesday meeting.

The Town Attorney is available to attend the meeting.

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2017 Interim Town Manager Ad

Interim Town Manager, Dewey-Humboldt, AZ. Temporary position. Compensation not to exceed \$6,500/Mo. DOQ. Reports to Mayor & six-member council. \$2 million operational budget, no debt, no utilities, contracted police, 11 Town Employees in FY 18 budget.

Apply by July 23, 2017. Interview and possible selection scheduled for July 28, at 7:00 p.m. at the Town Council meeting. Send cover letter, résumé and three (3) professional references to: Yvonne Kimball, Town of Dewey-Humboldt, P.O. Box 69, Humboldt, AZ 86329. EOE. www.dhaz.gov, or email to yvonnekimball@dhaz.gov.

DRAFT

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Interim Public Management, LLC

16868 North Stoneridge Court

Fountain Hills, Arizona 85268

480.577.0949

tim@interimpublicmanagement.com

July 3, 2017

The Honorable Terry Nolan
Mayor of Dewey-Humboldt, Arizona
PO Box 69
Humboldt, AZ 86329

Via electronic mail only: yvonnekimball@dhaz.gov

Dear Mayor Nolan,

Interim Public Management (IPM) is happy to be able to provide services to the Town of Dewey-Humboldt. By retaining IPM under the terms of this letter to search for an Interim Town Manager, the town will receive the following services:

- Two to three confidential interim resumes provided by no later than 15 business days from the date of the signature of this letter in order to meet your preferred start date.
- Access to 180+ pre-qualified and vetted interim managers, department directors and associates, all under confidentiality agreements; and
- Handling of all call-ins and external referrals of potential interims (which eliminates City staff time and allows for a coordinated effort, background searches and vets potential candidates) and related contract administration.

IPM's retainer fee for the above services is \$1,500 payable by the town on net 10-day payment terms, which will be credited to the town should you choose an IPM Associate for interim services. For a period of 30 days after signing this letter and returning it to IPM, you agree that the town will use IPM exclusively for this search.

If the town wishes to retain IPM under these terms, please sign this letter below and email it to me by July 10, 2017. After that date, these terms will expire due to the time sensitive nature of the search. Although you are under no obligation to select any IPM associates provided to you for interviews, a contracted interim search ensures a coordinated effort, reduces the town's staff time, and increases the quality and speed of your interim interview process.

July 3, 2017

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IPM appreciates the opportunity to serve the Town of Dewey-Humboldt as we have served many other nearby public entities such as Chino Valley, Flagstaff, and Coconino County.

Kindest regards,

Timothy G. Pickering,
President and CEO

The Town of Dewey-Humboldt, Arizona hereby agrees with the above understanding.

By: _____
The Honorable Terry Nolan, Mayor of Dewey-Humboldt

Date _____