

MINUTES OF THE SPECIAL MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY

**THURSDAY, MAY 28, 2015
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Special Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Thursday, May 28, 2015.

Present: Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Pat McKee; Councilmember Lon Turner; Councilmember Don Wojcik

Staff Town Manager Robert Smith; Assistant Town Manager Cecilia Gritman; Human Resources

Present: Director Laura Kyriakakis; Town Engineer/Public Works Director Ron Gritman; Development Services Director Ruth Mayday; Deputy Town Clerk Liz Hart (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 6:01 p.m.

2) Consideration and discussion regarding the procedure to appoint a councilmember to the vacant position and possible action to instruct staff to proceed with such procedure. (Mayor Marley)

Recommended Action: Instruct staff to proceed with appointment procedure per Council's discussion.

Vice-Mayor Croft reported on a proposed procedure:

- Per Resolution No. 482, an advertisement should be posted and published for at least 15 days; the soonest possible day was next week.
- Applicants will be able to submit their applications to the town clerk through the 15 day period.
- Council could direct its Appointments Subcommittee to review the applications and make a recommendation, or Council could elect to interview all applicants.
- Upon Council's selection of the appointee, the appointee could take the oath of office that night and be seated on the Council.
- He intended to outline procedural details and interview questions.

Town Manager Smith stated that the Human Resources (HR) and Clerk's staff would work together to handle coverage of the ad. Staff would also notify those who had already expressed an interest.

HR Director Kyriakakis explained the process for advertising for Town employment in both local newspapers, Town website, LinkedIn, FaceBook, and outside websites, if appropriate.

Council discussed the options and preferred that:

- Applicants submit their applications to the town clerk.
- The cut-off date be 15 days after the first ad.
- The Appointments Subcommittee review all the applications and forward the top five for

Council to interview.

- If any other councilmembers intend to attend the subcommittee meeting they inform Vice-Mayor Croft, so the clerk could post a quorum notice.

MOVED by Vice-Mayor Darryl Croft, seconded by Councilmember Mike Best to proceed with appointment procedure per Council's discussion.

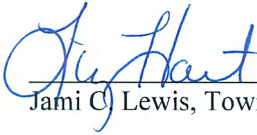
Vote: 6 - 0 PASSED - Unanimously

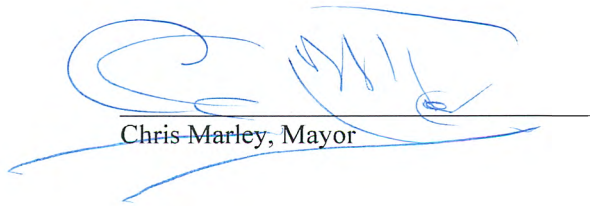
3) ADJOURNMENT

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 6:16 p.m.

Vote: 6 - 0 PASSED - Unanimously

ATTEST:

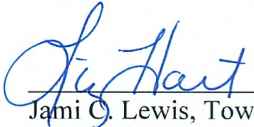

Jami C. Lewis, Town Clerk


Chris Marley, Mayor

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 28th day of May, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 23rd day of June, 2015.


Jami C. Lewis, Town Clerk