

**Minutes
Town of Clifton
Town Council – Special Session
March 14, 2018
9:10 A.M.**

Members Present

Felix Callicotte, Mayor*
Luis Montoya, Vice Mayor
Barbara Ahmann, Councilmember
Laura Dorrell, Councilmember
Ray Lorenzo, Councilmember
B. Waddell Reyes, Councilmember
Ray West, Councilmember

*Excused

A quorum was present.

Call to Order: The meeting was called to order by Vice-Mayor Luis Montoya followed by the Pledge of Allegiance.

New Business:

Discussion and/or action to formally accept Ian McGaughey's resignation as Clifton Town Manager: Vice-Mayor Montoya explained that although Mr. McGaughey had notified the Council as provided under the terms of his contract of his resignation, it was suggested that the Council take formal action to accept it and formally record it as part of the minutes. Mr. McGaughey's last day of employment with the town will be April 26, 2018.

Motion to formally accept Ian McGaughey's resignation was made by Councilmember Ray West, second to the motion was made by Councilmember Ray Lorenzo. Motion carried.

Vice-Mayor Montoya explained that the opportunity to convene into executive session was available for the items noted on the agenda.

Discussion and/or action to initiate the process to seek applicants for Town Manager: Mr. McGaughey reported that various advertising options are available to post the vacancy to include the following websites: International City Manager's Association website, League of Arizona Cities & Towns as well as the town's home page. Additionally, newspaper ads can be placed in the Eastern Arizona Courier and Copper Era. Mr. McGaughey provided a copy of the recruitment brochure.

At the recommendation of the Vice-Mayor, a target date to have a new manager on board is August 1, 2018.

Motion to initiate the recruitment process for Town Manager as recommended by Mr. McGaughey was made by Councilmember Barbara Ahmann. Second to the motion was made by Councilmember Ray West. Motion carried.

Discussion and/or action regarding an Interim Town Manager: Vice-Mayor Montoya explained that the town's day to day activities in addition to on-going projects essential to the town required an Interim Town Manager. As previously discussed, the recruitment process for a replacement for the full-time position will take time.

Councilmembers were provided with an option to utilize the services of the Interim Public Management, LLC. This option would provide the town with a pool of experienced individuals, formerly Town Managers who are retired. The agreement and terms were provided to Councilmembers.

After a brief discussion on the pros and cons of utilizing this service, Vice-Mayor Montoya offered an additional option. He stated that he had discussed the possibility of a current town employee, the Town Clerk, step in temporarily.

Executive Session: Pursuant to A.R.S. §38-431.01(A) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of the Town Manager: In order to avoid any issues that might conflict with personnel matters, Councilmember Ray West made a motion to convene into executive session. Second to the motion was made by Councilmember Laura Dorrell. Motion carried. The council convened into executive session at approximately 9:45 a.m.

At approximately 10:01 a.m., Councilmember Laura Dorrell made a motion to end the executive session and reconvene into regular session. Second to the motion was made by Councilmember B. Waddell Reyes. Motion carried.

Upon reconvening to Regular Session, Councilmember Dorrell made a motion to appoint Esperanza Castaneda, Town Clerk as the Interim Town Manager effective April 27, 2018. Second to the motion was made by Councilmember B. Waddell Reyes. Motion carried.

At this time, Vice-Mayor Luis Montoya called for a brief recess of the meeting. Meeting recessed at approximately 10:10 a.m. and would resume at 10:15 a.m.

Councilmember Lorenzo made a motion to reconvene the meeting. Second to the motion was made by Councilmember B. Waddell Reyes. Motion carried.

Work Session Discussion:

Discussion with the Planning Center relating to the development of the town’s General Plan: Representing the Planning Center were Jessica Sarkissian, Principal-in-Charge/Project Manager; Maria Masque, Lead Planning/Outreach Coordinator and Amanda Bayham, Planner.

The round-table discussion included a variety of topics to include the following items:

- Overall project expectations;
- Data Availability;
- Utilities, Other Infrastructure and Public Facilities;
- Refine Overall Project Approach and tasks to better the town’s needs;
- Public Participation and Outreach
- Refinements to budget or scope of work
- Public Participation Plan Preparation and adoption by the Town Council

Adjournment: Motion to adjourn was made by Councilmember West. Second to the motion was made by Councilmember Dorrell. Motion carried.

Meeting adjourned at approximately 11:30 a.m.