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**TOWN COUNCIL MEETING  
6401 E. LINCOLN DRIVE  
PARADISE VALLEY, ARIZONA 85253  
MINUTES  
Thursday, July 11, 2018**

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**1. CALL TO ORDER / ROLL CALL**

Mayor Collins called to order the Town Council Meeting for Thursday, July 11, 2018 at 4:00 p.m. in the Town Hall Boardroom.

**COUNCIL MEMBERS PRESENT**

Mayor Michael Collins  
Vice Mayor Jerry Bien-Willner  
Council Member Paul Dembow  
Council Member Scott Moore  
Council Member Julie Pace attended by telephone conference call  
Council Member David A. Sherf attended by telephone conference call  
Council Member Mark Stanton

**STAFF MEMBERS PRESENT**

Deputy Town Manager Dawn Marie Buckland  
Town Attorney Andrew Miller  
Town Clerk Duncan Miller

**2. EXECUTIVE SESSION**

**18-277            Discussion of recruitment and appointment of an interim Town  
Manager and recruitment and employment of a future Town  
Manager as authorized by A.R.S. §38-431.A.1.**

**Council Member Moore moved to go into executive session at 4:04 PM. Council Member Stanton seconded the motion which passed by the following vote:**

**Aye:** 7 - Mayor Collins  
Vice Mayor Bien-Willner  
Council Member Dembow  
Council Member Moore  
Council Member Pace  
Council Member Sherf  
Council Member Stanton

### 3. STUDY SESSION ITEMS

#### 18-278 Discussion of Town Manager Recruitment and Organizational Planning

Mayor Collins reconvened the Study Session at 5:25 PM.

Mayor Collins explained that, following Mr. Burke's resignation, the Town retained Interim Public Management (IPM), a local firm specializing in providing temporary public sector executive level staff for communities across Arizona. The Town used this firm in the past to hire the interim director of public safety.

He announced that IPM provided the Council with three candidates who will be interviewed between now and the end of the month. The Council will appoint an interim manager at a special meeting on August 2 with a start date of August 6. This will provide some overlap before Mr. Burke's last day on August 11. The interim candidates were: Ken Buchanan, Brian Dalke, and Cynthia Seelhammer.

Vice Mayor Bien-Willner explained the process that would be followed to hire a new Town Manager. He stated that the Town contracted with CPS HR Consulting to conduct a nation-wide recruitment. The Town used CPS to employ previous Town Managers Jim Bacon and Kevin Burke. He said a Special Meeting will be held on July 19 with CPS to discuss expectations, benchmarks, and timelines. It is anticipated that the recruitment process will be concluded by the end of December.

### 4. ADJOURN

**A motion was made by Council Member Dembow, seconded by Council Member Moore, to adjourn. The motion carried by the following vote:**

**Aye:** 7 - Mayor Collins  
Vice Mayor Bien-Willner  
Council Member Dembow  
Council Member Moore  
Council Member Pace  
Council Member Sherf  
Council Member Stanton

Mayor Collins adjourned the meeting at 5:45 PM.

