

Special Meeting of the Town Council  
11-15-16  
Council Chambers  
4:00 pm

Minutes & General Account

Council Members Present: Mayor Volz, Council Members Montgomery, Nixon, Straughn and Ragsdale

Staff Present: Kathryn Billings, Martha Wolfe

Staff in audience: Matt Johnson, Judy Gallman and Paul Blanchard

Visitors Present: Matt Reese of the Piedmont Triad Regional Council, Carol Brooks of the Jamestown News

1. Call to Order – Mayor Volz called the meeting to order and turned over to Matt Reese, Regional Council of Government. Reese stated the Town Council has requested assistance from the Triad Regional Council to help with the executive search for a new Town Manager. He emphasized that this is the Town Council's process. His role is to provide the Council with the technical expertise to accomplish the process. Reese presented some questions for the process to get the Council thinking about the Town Manager position. He also presented a time line for the project. He had a draft of what an announcement might look light.

Reese asked the Council what they felt are the biggest issues (challenges) the Town is facing which the Town Manager will be asked to address.

Council Members responded:

- Growth
- Succession training
- Employee growth & morale
- Reconnect with citizens & businesses
- Strong business minded
- Strong negotiator
- Works well with intergovernmental agencies & entities
- Develop relationships with other cities in the area
- Increase the tax base (development & business growth around the Sheetz area)
- Manage Town resources (staff, budget, golf course, downtown nightlife)

Reese asked considering the role of work of the Town Manager position, what is the most important & valuable work that is completed in that position.

- Understand the Town
- Do not micro-manage
- Long range planner, develop CIP projects
- Keep the Town moving forward
- Answer phone calls and return phone calls
- Stay in communication with citizens & the Council
- Responsive to the community
- Open door policy

- Seek Council advice & direction
- Take direction from the Council
- Involved in the community
- Approachable

Reese asked what does the Council find as the least important work of the Town Manager.

- No need to micro-manage
- Great staff in place that can do their jobs/let staff do their jobs

Reese said the North Carolina General Statutes set the laws/requirements for control of municipal elections, conduct of meetings, fiscal affairs and federal & state laws. Given those controls, how important is it that the candidate have training & experience in N. C. Public Administration.

- It is important but more so that the Manager be transparent & informative
- Keep in communication with governing body
- The Town Manager applicant can be trained if they do not have NC Public Administration experience.
- The Town Manager applicant can research N. C. Statutes & Laws or ask staff (if they do not have the N. C. Public Administration experience)

Reese said he assumed the Town would have a preference for a candidate who had Public Administration experience, specifically North Carolina Public Administration experience. Typically a Town the size of Jamestown needs a Town Manager with the technical skills to know the fundamentals of N. C. Public Administration. In a small town with small staffing, the Town Manager will need to have the knowledge to guide through the planning process, annexation, budget, fiscal controls, etc.

Reese asked the Council what is the role of the Town Manager in the community.

- Needs to be a team player & team builder
- Approachable
- Open door policy
- Interpersonal skills
- Cheerleader for the town
- Promote Jamestown
- Be visible
- Attend community events
- Leader

Reese recommends the candidate be a member of the N. C. City/County Managers Assoc. and the ICMA. He asked the Council if there are other organizations locally that are important for the candidate to be involved in.

- Available to routinely give speeches are any local civic club
- Communicate with the civic clubs on a regular basis
- Be supportive of all local organization whether a member of not ( Ex: Veterans Committee)

Reese asked what is the biggest decision of the Town Manager.

- Budget
- Revenue
- Employee (man hours),
- Manager time & resources

Reese asked Council's expectations of the Town Manager regarding citizen communication.

- Transparency
- Be on the scene

Reese asked Council's expectations of the Town Manager regarding communication with the Council.

- Communication with all of the Council, not just the Mayor
- Ask advice of the Council and the Staff

Reese asked what you are looking for in the next Town Manager.

- Team Player & Team builder
- Outside experience, fresh ideas, long range goal thinker
- Ability to connect with the citizens
- Approachable
- Rally businesses
- Understand small town
- Development long range plan (5-10 years)
- Possibly a previous small business owner

Reese said part of the proposal is to put together a position profile. This profile tells Jamestown's story and the community's story. He will work with the staff to get pictures and text that tells Jamestown's story. His impression of Jamestown is that it has a certain vibe to it. It is very walkable, nice restaurants, almost a cosmopolitan feel to it. We will talk about Jamestown's rich history, quality of life, good schools and deep community roots.

The Council added that the profile of the community should add that Jamestown has a municipal golf course that we must maintain. We have a mission statement on the Town website that was recently adopted. This should be added to the profile.

Reese said for the profile, we try to come up with a central theme. Examples:

- Surprisingly cosmopolitan
- Historical
- Mission statement on Town website
- Strategic Approach
- Close proximity to Greensboro & High Point – centrally located

Reese reviewed the time line:

- By the end of November, have the job announcements complete
- December place the advertisement with the League of Municipalities and the Manager's listserv. Post with Division of Work Forces and on Town website. (and other sources)
- By the end of December the applicant data base will be complete
- December-January preform screening of the applicants. Application period December 1 – December 31, 2016. Review by the end of January. Reese recommends leaving the position open until filled.
- February - review process (interviews/follow ups)
- March - the transition period
- April 3<sup>rd</sup>, 2017 target date

Reese said going back to the applicant review process. Reese will deliver to the Council a report of the applicants. Of these applicants, there will be a top category. They meet all the criteria set by the Council. A second tier of applicants will be selected that appears to meet all the criteria. The third tier of applicants meets some of the criteria.

Reese discussed the job advertisement. We want to accurately describe the challenges and opportunities here in Jamestown. We want to describe the way the job exists now and describe what we are looking for in a Town Manager. He suggested listing the salary range \$88,000.00 - \$106,000.00.

He suggested the desired qualifications as; Bachelor's Degree, experience in finance, business and Public Administration or related field. 5 years' experience as Public Administrator. (Preferable in N. C.) Experience in planning, public services, budget, CIP Program planning, contracted services and intergovernmental relations.

Reese suggested to emphasize membership to ICMA & City & County Manager's Association. Membership to these organizations comes with adhering to a set of ethical guidelines. One of the ethical guidelines is that members in those professional organizations agree that they are going to serve a 2 year tenure.

Reese said the Regional Council will do a soft background check on applicants. As we get to the finalists there are a variety of things we can do. We can have the applicant sign a full release for the Town to do a full background search. All applicants will fill out a Town application and submit a resume.

Reese will draft the position profile and send to the Interim Town Manager to distribute to the Town Council for review. He is anticipating launching the advertisement the first week of December. It was noted by the Council that the Town Manager applicant should be made aware of the professional staff and the longevity of the Town staff.

Council Member Ragsdale asked if there was any way to involve the citizens in this process. Reese said it was up to the Council as to the level of involvement. However, a citizen focus group could be established. Reese said if this process goes similar to other recent searches, the Town Council will have a top 2 or 3 candidates. Reese said there will probably be some special council meetings called during this search process.

Once we get to the point where we talk about the individuals then we will have close sessions to discuss these qualifications for the applicants. According to N. C. General Statues, these discussions in closed sessions would remain confidential.

Reese will work through the Interim Town Manager. She will keep the Council updated on the process, however, she will not be involved with the candidates. She will list the Manager's position on the Manager's listserve. Reese said we have had 2 inquires so far. Reese will forward the process information to the two applicants that have inquired. Council Member Nixon said for full disclosure, one of the inquiries came from someone that contacted her. Their contact information was forwarded onto the Regional Council.

Council Member Nixon made a motion to adjourn. Council Member Ragsdale made a second to the motion. The motion passed by unanimous vote. The meeting ended at 5:39 pm.