

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER RECRUITMENT PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
APRIL 4, 2022**

MEMBERS PRESENT: Maggie Massey, Bridget Meyer, Mary Moyer, Mike Plageman, Gabrielle Stevenson, Mike Thorne, George Tyler

ADMINISTRATION: Brad Luck, Essex Junction Recreation & Parks Director/Interim Co-Manager

OTHERS PRESENT: None

1. CALL TO ORDER

Mr. Luck called the meeting to order at 5:45 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. BUSINESS ITEMS

a. Discuss Committee Deliverables and Identify Action Steps

Ms. Meyer said that the committee has three main deliverables: a survey, a community profile, and advertising suggestions. She said that the committee hopes to complete the survey tonight, and the community profile at the next meeting. Ms. Meyer said that she hopes that Essex Junction is ready to begin advertising for the City Manager by May 1. The committee discussed a list of survey questions, which include the following:

- What are the 3 most important issues, challenges, and opportunities facing the City of Essex Junction that the new City manager would need to help the Trustees address?
- What background skills and experiences are the most critical for the new City Manager to succeed in Essex Junction?
- What management and leadership attributes should the next City Manager have?
- How would you like the new City Manager to interact with the community?
- Do you have any recommendations of where we should advertise for the City Manager position?
- Is there anything else you would like the Trustees to consider when selecting a new City manager?
- What management style brings out your best? (for staff)

Mr. Thorne clarified that the last question would be answered via face to face discussions between selected staff and members of the committee. The remainder of the survey will be distributed digitally. No demographic or residency information will be collected from respondents. Ms. Massey suggested including multiple choice questions for ease of answering, all agreed that this is a good idea. Mr. Plageman will work on finalizing the questions and will send the results to the Committee for their review. Mr. Luck suggested separating the survey by staff, Trustee, and community member responses to the survey. Mr. Tyler suggested sending

letters to all municipal managers in surrounding communities to see if they can encourage friends or colleagues to apply. Mr. Tyler will also work on developing a community profile for Essex Junction.

The Committee reviewed and approved the minutes from March 28 unanimously.

b. Set Next Meeting Date & Time

The Committee scheduled their next meeting for Monday, April 11 at 5:30 PM.

4. ADJOURNMENT

The City Manager Recruitment Committee adjourned at 6:20 PM.

Respectfully submitted,
Darby Mayville