

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER RECRUITMENT PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
APRIL 12, 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

Ms. Meyer called the meeting to order at 5:35 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. BUSINESS ITEMS

a. Discuss community survey re: City Manager

The committee discussed the questions in the updated survey, with the addition of quantified questions.

The questions include the following:

- From the list below please select the three most important issues, challenges, and opportunities facing the City of Essex Junction? Options include: Development (too much/too little), Community Services (too few/too much), Municipal Taxes, Public Safety, Housing Costs, and Other.
- What skills and experiences are most important for the new City Manager to succeed in Essex Junction? Options include: Prior Experience in Municipal Administration, Budgeting and Financial Management Skills, Communications and Interpersonal Skills, Organizational and Management Skills, Success with Community Development and Planning, Success with Economic Development, Leadership and Strategic Planning, Experience with Enabling/Fostering Diversity, Skills with Group Facilitation and Collaboration.
- What management and leadership attributes should the next City Manager have? Options include: Approachable & Personable, Enthusiastic, Attention to Detail, Open Minded/Creative, Intellectually Curious, Strategic and Critical Thinking, Patient, Motivating, Collaborative, Adaptable and Other.
- How would you like the new City Manager to interact with the community? Options include: Open Forum Town Hall, Meet & Greet/Coffee Chats, Community Events, Zoom Meetings, Office Hours, and Other.
- In a few words, what should the Trustees consider when selecting the new City Manager?

- Do you have any recommendations of where we should advertise for the City Manager position?
- What management style brings out your best? (for in-person interviews with staff)

Mr. Plageman will send the uploaded question list to Mr. Luck and Ms. Massey for their review. The survey will be sent out this week, with a slightly different version sent to the Trustees and staff.

b. Discuss Trustee input opportunity re: City Manager

Not discussed.

c. Discuss staff and department head input opportunity re: City Manager

The Committee discussed whether or not the survey above would be used in these interviews. They decided that it would be a good starting point, but that additional open-ended feedback would be desired. Mr. Luck said that the most important thing to glean from the interviews with the Trustees and Department Heads is the essence of the community. Mr. Tyler said that the departments are functioning very well, and it is important to have someone who will respect the work that existing department heads are doing.

d. Discuss community profile

The Committee reviewed a draft community profile, and will review in more detail at their next meeting.

e. Identify next steps

The community profile will be discussed in more detail at the next meeting.

f. Set next meeting time & date

The committee will hold their next meeting on Monday, April 18 at 5:30 PM.

4. ADJOURNMENT

The City Manager Recruitment Committee adjourned at 6:45 PM.

Respectfully submitted,
Darby Mayville