

**VILLAGE OF ESSEX JUNCTION
CITY MANAGER RECRUITMENT PLANNING COMMITTEE
DRAFT MINUTES OF MEETING
APRIL 19, 2022**

MEMBERS PRESENT: Maggie Massey, Bridget Meyer, 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 5:34 PM.

2. PUBLIC TO BE HEARD

a. Comments from Public on Items Not on Agenda

None.

3. MINUTES APPROVAL

a. Consider approval of the April 4 meeting minutes

b. Consider approval of the April 11 meeting minutes

MOTION by GEORGE TYLER, seconded by BRIDGET MEYER to approve the minutes of April 4 and April 11. All in favor, motion passed.

4. BUSINESS ITEMS

a. Discuss City Manager surveys – community, staff, Trustees

Ms. Meyer said that this survey has been disseminated via Facebook, Front Porch Forum, and the Village website. She said that she hopes to get several hundred responses, and encouraged members of the committee to send to their personal contacts. Mr. Luck said that 26 community members and 8 staff members have completed the survey thus far.

b. Discuss Department Head & Trustee interview questions and process

The Committee decided to ask Department Heads the following questions:

- Please describe the new City Manager’s management style that would bring out your best efforts and make your department function best.
- What is unique about how the Village operates in regards to the manager/department head relationship and what type of manager will be successful in continuing this?

The Committee decided to ask the Trustees the following questions:

- Please describe the management style that you believe is optimal for the City.
- What is unique about how the Village operates in regards to the manager/department head relationship and what type of manager will be successful in continuing this?

The Committee discussed who would be responsible for contacting individual Department Heads and Trustees for interviews. This will be done within the next two weeks.

c. Discuss community profile content and format

Mr. Tyler presented a draft community profile. Mr. Thorne said that he would be willing to help edit the document to detail some of the most recent community achievements. They will have this document ready in the next week.

d. Discuss advertising locations plan

Ms. Meyer said that she had taken advertising plans from Barre and Winooski, both of whom have recently advertised for a municipal manager. Ms. Meyer will look at the various sources included in this document and will see which ones would be the best to include, as well as research other local organizations that might be helpful to advertise with. She will also present cost figures for each of these sources. Mr. Thorne encouraged the Committee to advertise only via professional job search sources.

e. Discuss survey results review process and ideal candidate profile development

This will be discussed at the next meeting.

f. Review next steps – survey results inform ideal candidate profile & job ad created

This will be discussed at the next meeting.

g. Set next meeting date & time

The City Manager Recruitment Committee will be meeting on April 25 at 5:30 PM.

5. ADJOURNMENT

The City Manager Recruitment Committee adjourned at 6:40 PM.

Respectfully submitted,
Darby Mayville