

SPECIAL MEETING - JANUARY 27, 2016

The Mayor and City Council held a special called meeting on Wednesday, January 27, 2016 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street Lincoln. The purpose of the meeting was to review citizens input regarding qualifications for a City Manager as well to finalize a profile and job description for the position.

Council members in attendance were:

RHYNE CLONINGER EADDY JETTON

Mayor Hatley called the meeting to order. He noted that the City has received input from four citizens regarding qualifications for a City Manager. Copies of each were provided to Council.

CONSIDERATION OF CITIZENS INPUT FOR CITY MANAGER QUALIFICATIONS TO BUILD A PROFILE:

Interim City Manager Steve Zickefoose gave a summary of the four responses from citizens. Mayor and Council took several minutes to look over the responses prior to starting the list of what they would like to see in a City Manager.

Councilman Eaddy said, "The citizen input shows a lot of consistency, from person to person, one of the statements that is indicative of management is a collaborative approach style management." Mayor Hatley said "The management style that is a take credit style has since long passed and I feel a collaborative style management is what we need."

Holding a degree in Public Administration or Political Science or something in a specialized governmental field, credentialed, would be necessary.

MAYOR AND COUNCIL INPUT ON QUALIFICATIONS TO INCORPORATE AND FINALIZE PROFILE:

Mayor Hatley called on Human Resources Director Tanya Osborne to compile the list of Council's qualifications, on a flip chart, while they were discussing their ideas.

SPECIAL MEETING - JANUARY 27, 2016

Their ideas were as follows:

- Level of Education – 4 year degree with municipal experience
- Be able to develop support in the community
- Good leadership skills
- Ability to build relationships, team player
- Progressive Leadership Style
- Economic Development Experience as well as community development experience
- Good personality
- Good Communicator
- Technology skills; evolving forms of communications
- Involved in their own professional growth
- A good understanding of the manager's position to do the right thing
- Experience in personnel management
- Grant Experience
- Strong budgeting capabilities

Councilman Eaddy said he would like to see someone who has demonstrated success; has the ability to articulate; a leadership style that is positive and creative; someone who is involved in their own personal growth across the state.

Councilman Rhyne said he would like to have applicants with experience; while he would not eliminate a recent college graduate with Lincoln being their first job as a Manager he would hope we could get someone seasoned. He would like to see someone with business and community development skills with the ability to grow Lincoln economically, with a progressive leadership style.

Councilman Rhyne questioned if there was consensus among Council or a strong opinion in whether this person is local or from out of town. Councilman Eaddy said, "I want the best person for the job and for the City of Lincoln." Mayor Hatley said "It depends upon the candidate and what skills they can bring to the table."

Councilman Cloninger said, "If you pay peanuts, you get monkeys." Council agreed that depending upon the candidates experience would be how salary is determined. Councilman Cloninger also said he wanted to see someone who would be proactive to citizens concerns.

SPECIAL MEETING - JANUARY 27, 2016

Councilman Jetton said he also would like to see the next manager be a team player with a collaborative leadership style but most of all he wants that person to have good common sense.

After much discussion, Mayor and Councils thoughts on the qualities they would like to see in the next manager were very similar.

DISCUSSION OF DRAFT ADVERTISEMENT TO BEGIN SEARCH FOR A CITY MANAGER :

Tanya Osborne, Human Resources Director, presented samples of both position profiles and job descriptions for a City Manager. She outlined a proposed process for recruitment which was in line with a recommendation from Mr. Hartwell Wright, HR Consultant with the NC League of Municipalities.

After some discussion, Council directed Tanya, with the assistance of Chris Jones, IT Analyst for the City, to create a brochure patterned from samples from the City of Oxford.

City Council would then look at drafts for the job specification, brochure/profile and position advertisement at their February 4th City Council meeting at which time they would determine a definite timeline for reviewing cover letters and resumes for applicants. Mayor Hatley said once applications are received for thirty days Council could meet again to review and discuss potential candidates to be interviewed. The first review could be done on March 12th or March 18th at the conclusion of the budget workshop.

ADJOURNMENT:

Councilman Rhyne made the motion unanimously approved that the meeting be adjourned.

DONNA C. FLOWERS, MMC
CITY CLERK

ED HATLEY
MAYOR

