



Town of
INDIAN TRAIL
north carolina

Town of Indian Trail
Minutes of Council Special Meeting
July 15, 2009
Civic Building
6:00 P.M.

The following members of the governing body were present:

Mayor: John J. Quinn

Council Members: Gary D'Onofrio, Jeff Goodall, Shirley Howe, John Hullinger, and Dan Schallenkamp.

Staff Members: Town Attorney Keith Merritt, Interim Town Manager Peggy Piontek, and Interim Town Clerk Trena Sims.

CALL MEETING TO ORDER

Mayor Quinn called the meeting to Order.

DISCUSSION ON TOWN MANAGER REQUIREMENTS

Mr. Mercer briefly described the search process. A timeline will be established; which can be adjusted to work with Council's goals. He suggested starting with a description of the job, economic development information and any other information the Council would like to include in a brochure for showcasing to potential candidates. He showed the Council a sample colored brochure as an example.

Mr. Mercer stated that with Council permission he would like to meet with the department heads tomorrow for a brief discussion. He indicated that a candidate will want to know about some of the issues that the Town is faced with, such as roads or other matters associated with growth and requested for Council input on this. He asked what qualifications, such as education and experience in specific areas, Council would be looking for in this position.

Councilmember Goodall liked the sample brochure and the Mercer Group's success list. He feels the next five years or so will be a critical time in Indian Trail. The Town Manager will have to address the growth; the town has almost doubled in size in the last several years, although it has slowed. Our infrastructure is horribly behind, no parks, no hotels/motels; the position could be challenging for the personal dynamics. Communication skills would be critical. He would like to see an MPA or MBA required, but is open to suggestions; perhaps a recent degree preferred. Mr. Mercer stated that the ICMA has a credentialing program for professional development that requires the manager to continue their education which would bring them up to the same standard as new graduates; it would be important for someone to keep up with the application of technology within the workplace.

Councilmember Goodall also would like for the candidate to be tough but extremely fair, as well as possess integrity and honesty; they would need to know who they work for and who works for him or her. The candidate should look out for the welfare of the employees and make sure they have a balanced workplace, as well as possessing manager ability and the understanding to handle strategic projects. Perhaps an assistant manager, but definitely must have previous experience. Financial skills would be a plus, but we have recently hired a new finance director; the manager would need oversight ability.

Mr. Mercer stated that assistants may have hands on many different things, but may not possess some of the experiences associated with operating management; look for someone who has had a broader range of management experiences maybe even with different communities.

Councilmember D'Onofrio suggested the personality traits or skills or experience he thinks is important as follows: a Type "A" personality, high energy, multitasker; project management experience; proactive leadership style, not afraid to come forward with visionary solutions; five to seven years experience in government management; cost estimating skills in relation to projects; excellent computer skills; excellent verbal and written communication skills; good with citizens and a degree, not necessarily an MBA.

Councilmember Howe suggested the candidate should possess the following; be trustworthy; follow council direction, uphold all regulations and directions; respect and treat each council member equally; be a goal setter; flexible, capital improvement project history experience; good communication skills; be an effective mentor for employees and support additional education; good work habits; have a positive attitude. She also feels the candidate not be ready to retire and is looking for a future.

Councilmember Goodall also feels the candidate should be a visionary; person who can forecast the cause and effect. They should also have experience with bonds, possess public relations skills and have political savvy in dealing with other community leaders at the local level and at higher levels of government.

Councilmember Hullinger feels the candidate should be bold but not overbearing; take accountability for their actions; have good organizational skills and will follow through with Council requests; and also have good negotiating skills.

There was discussion as to how to incorporate the recent citizens and business surveys and the employee survey. It was suggested that Mr. Mercer have access to any information from the surveys, although the employee survey may not be a help.

Mr. Mercer commented that there has been some managerial turnover here and that will be questioned by the candidates; he needs to be armed with the background information as to what lead to the turnovers. This information will not be included in the brochure.

There was additional discussion as to what information is needed for Mr. Mercer. Mr. Mercer stated that he can research the minutes, newspaper articles and in talking with Council and Staff will take him a long way in gathering information. He commented that as Council will be interviewing the candidates, the candidates will also be interviewing them in a respect. Focus on the positive, although the town is dealing with the negative fallout effect of growth. Unless otherwise directed, Mr. Mercer firm will look for candidates nationally.

Salary range was discussed. Mr. Mercer suggested that the Town be competitive; and to research compensation of other similar towns; although Indian Trail is somewhat unique.

Mr. Mercer asked to discuss issues town is facing. Council brought up the following issues: water and sewer, although the county controls; law enforcement and public safety; roads and traffic improvement; town hall; parks and recreation development; beautification and economic development.

Mr. Mercer will put the criteria into writing after tonight. In about a week he will send two things; narrative of the recruitment brochure, which he will expect feed-back from Council and a time-line, which can be changed at the prerogative of the Council. He added that Council should be considering the salary and perhaps a possible relocation package, if this is something the Council wants to include in any offer.

ADJOURN

John Hullinger made a motion Adjourn.

Council voted unanimously in favor of the motion.

APPROVED:

John J. Quinn, Mayor

Attest:

Trena Sims, Interim Town Clerk