

Town of Oriental – Continuation of Board of Commissioners Special Meeting Continued
October 22, 2010

The Town Board of Commissioners met in continuation of a meeting convened on Thursday, October 21, 2010 on Friday, October 22, 2010 at 8AM at the Town Hall.

Present: Mayor Sage and Commissioners Bohmert, Johnson, Roe, Styron and Venturi
Interim Town Manager Bob Maxbauer

Mayor Sage called the meeting to order at 8:04AM.

The mayor introduced Mr. Maxbauer and referred to his acceptance of the town’s offer for him to serve as Interim Town Manager.

Discussion - Mayor introduced a reply letter needed to reply to Town Manager applicants indicating receipt of their resumes. The letter was written by Warren Johnson. The mayor asked for ideas, corrections or suggestions.

The mayor requested each commissioner to tell in turn those attributes and qualifications each thought a new Town Manager should possess.

This chart summarizes phrases and points made in when each commissioner, and the mayor, presented their three most important criteria regarding the most desired attributes of the next town manager.

	BV	SS	WJ	JR	CB	WS	1.2.3 items
People Skills	x	x	x	x	x	x	6
Accounting	x	x		x		x	4
Public Works	x	x		x		x	4
Budgeting	x	x	x			x	4
Planning	x		x			x	3
Regulations	x			x	x		3
Business Friendly				x	x	x	3
Grant Writing	x		x				2
Economic Dev.					x		1
Experience				x			1

Barbara Venturi

1. Understanding of municipal accounting, especially having experience and responsibility involved with budgeting at least at some governmental level.
2. Interpersonal relations – the thing the public sees the most, able to diffuse inflammatory situations, act as an interface between difficult factions. The ability to communicate in a positive way with the public, us, staff and other governmental agencies. (C. Bohmert suggested including...”somebody that has media savvy”)
3. Someone with the capacity to put together a plan, somewhat complex, like in the past the extension of water lines, water towers, large public works projects, recreational facilities, working with governmental agencies, and grant writing.

Sherrill Styron

1. I think the important thing is a person that’s got people skills, knows how to work with other people, someone that has a good personality and can deal with the public.

2. Someone with experience with public works, knowing how to do different things and who to assign things to.
3. Accounting, doing budgets; understands simple accounting procedures and can make simple accounting and journal entries; needs to know how to balance the check book

Warren Johnson

1. Looking at the resumes, I see highly qualified people at two different levels. Some “over qualified” and also a couple of younger ones directly out of school with emphasis on municipal administration.
2. “Barb and Sherrill summed it up”. “Budgeting, PR person, planning and grant writing”.

Jennifer Roe

1. My first and foremost priority is people skills (I’m torn between experience and people skills). Communicate with citizens well and with the staff. Business friendly, meeting with people.
2. Education, training, experience: college degree with some municipal, public works, or a construction background. Background, not necessarily college, work experience.
3. Knowledge of accounting, delegation, working with bookkeepers, understanding the mechanics of posting, knowing where the money is.

Candy Bohmert

1. Some knowledge of economic development. Someone who is business friendly with the knowledge and personality able to help businesses coming to town.
2. Understands the rules and regulations of the town and municipalities. Public works, planning and development
3. Personality – people skills and leadership

Bill Sage

1. People skills - highly important. Public meets with the town manager who must be a diplomat and well-tuned to dealing with such issues and able to convey correct information to the public. Important to be helpful to all citizens and businesses in particular, not putting up impediments to businesses contemplating coming to Oriental. Helpful, friendly person.
2. Budgeting and accounting, proficient in the kinds of “what-if’s” to present the tools the board needs to create and manage the annual budget.
3. Knowledge about planning broad enough to plan for the future of Oriental, anticipating things the town needs to do [public works].

Discussion – Warren Johnson, Barb Venturi, Jennifer Roe, currently assigned to screen applicants, agreed to have initial screening and a list of top twelve candidates completed by the December 2, 2010 Agenda Meeting.

Discussion – Bob Maxbauer concerning some vacations, meeting with board members, regarding his assuming Interim Town Manager duties on November 1, 2010.

There being no more business;

MOTION: Commissioner Bohmert moved to adjourn. Second by Commissioner Venturi. Vote 5-0

William R. Sage, Mayor

Barb Venturi, Recording Secretary