

To be approved at the February 17, 2022 City Manager Search Task Force Meeting

City Manager Search Task Force

Held February 10, 2022

The Regular Meeting of the City Manager Search Task Force was called to order in person and via video platform by Task Force Chair Rich Morey at 6:01 PM.

In attendance were: Barre City Human Resources Director - Rikk Taft, Task Force Chair – Rich Morey, Barre City Council Liaison - Jake Hemmerick, Task Force Vice Chair - Amanda Gustin, Tracie Lewis, Sue Higby and Paul Cook. Michael Sitton 6:49 arrival.

Absent: N/A

No Minutes Approved for February 3, 2022 as meeting wasn't properly warned.

- A. Review of Managers Job Description. Jake noted that content is same, just some typographical changes. The want for 10 years' experience was discussed again (by Sue). Given labor market – decision was made to keep as-is for now. Job Description to be approved with possible reordering by Steve MacKenzie and to be sent to City Council for review on Tuesday, February 15, 2022. Motion made by Amanda, seconded by Sue. Motion Carried.
- B. Review of City Employee Survey feedback. Rikk did not get out to City Chairs. Will get out tonight or tomorrow morning. Key takeaways – infrastructure and funding for infrastructure. Competitive wages. Strategic Planning. Skills – hire someone with personnel management and municipal government experience. Paul mentioned how they relate to other City employees. Amanda added to it with how the candidate communicates.
- C. Update on Advertising Package. Rikk has checked in on the marketing and has a list compiled. He has sent a few emails to get prices on others (Seven Days, Times Argus). VLCT - not too expensive. Rikk suggests a smaller, 2 paragraph ad, to place in paper to save on advertising costs. Linked-In cost? Rikk trying to figure out. Amanda looked and it seems to be priced like a Facebook ad and you can set budget and target audience. Rikk discussed being available for interviews to discuss employee benefits if questions arise. Rikk will send list to committee members with advertising prices he's received to date on Friday, February 11th.
- D. Review of City Profile. Amanda discussed about how her, Sue and Michael worked up City Profile. Sue mentioned adding in "struggles" that the city faces. Rikk suggested that we don't hide it, but also didn't want to put a black cloud over the city. Thorough discussion with decision to add in some of the struggles to give a good overview of the city's highlights as well as struggles so that it can go to City Council with Job Description next Tuesday. Struggles added to City Profile. Jake moves to accept, Michael seconded. Motion Carried. The City Profile will be given to City Council with Job Description on Tuesday, February 15, 2022.

Next Meeting: February 17, 2022, at 6:00 PM

Round Table

The meeting adjourned at 7:39 PM on motion of Sue, seconded by Amanda. Motion Carried.

Respectfully submitted, Tracie Lewis

Next Meeting: February 17, 2022, at 6:00 PM