

**NOTICE OF A SPECIAL MEETING OF THE
THATCHER TOWN COUNCIL
MAY 21, 2018**

Councilmembers present: Mayor Rivera, Vice Mayor Allen, Councilman Larson, Councilman Rapiere, Councilman Bryce, Councilwoman Smith,

Staff present: Town Attorney Matt Clifford, Deputy Clerk Michelle Mortensen

Visitors: Ken Strobeck

AGENDA

1. Welcome and Call Meeting to Order by Mayor Rivera at 5:00. He welcomed Ken Strobeck and stated that he asked him to come and help us come up with some qualifications for the Town manger position.
2. Discussion of Town Manager Qualifications with Ken Strobeck.

Mr. Strobeck stated that I want to go over the hiring process, and then go through this profile document. I just want to make sure that we are on the same page and successful. The Town Manger is the most important position that you will hire. Under this form of government you set the policy, the direction, and the goals and you chart the future and then hire those positions to carry out your wishes.

It is very important that you look at what you want out of your next manager and what are the top attributes that you are looking for. You need to be unified in what you are looking for. You need to focus on those things that are most important to you. The city management profession has a high level of turnover. The average tenure nationally for a Town Manger is about 4-5 years. So looking at applications, don't count that as strikes against them. I recommend that if you hire someone from out of town that some of you go to that community where the person was last employed to verify what kind of a Manager they were. Some other things you need to consider is pay range and benefits. Because they are the chief operator their salary is up there. You can look at the salary range on the League website to make sure that you're competitive. You also need to factor in a re-location package if you hire someone from out of town. Most all of the Managers in the State operate on a contract. Mr. Clifford asked if it is standard to have a one year contract. Mr. Strobeck stated that some are longer but they usually all state that the Manager can be terminated at any time.

There are three documents that are important, a job description, a position profile, and then an advertisement. I encourage you to post an announcement on our website and your local newspaper as well. You could also post these on the ICMA newsletter.

In terms of education, a bachelor's degree is a standard. Councilman Rapiere stated that they need a bachelor's with a masters preferred. Councilwoman Smith stated 3-5, Councilman Bryce agreed. Councilman Rapiere stated 5-10. Vice Mayor Allen asked if the length of experience correlates with the benefits package offered. Mr. Strobeck answered yes.

Mr. Strobek stated that administrative ability is one of the most important. I encourage you to say you're looking for someone with strong communication. Let's talk about the general leadership style, what are you looking for? Mayor Rivera stated that I think we need someone who is more inclusive. Mr. Strobeck questioned, maybe someone that works co-operatively. Councilman Rapier stated that I really like that word and someone with strong communication skills. Councilman Rapier said, one strength that our old Manager had is good problem solving skills and we want someone like that. Mayor Rivera stated someone who has a good understanding of the budgeting skills. Mr. Strobeck suggested someone that delegates authority appropriately. Vice Mayor Allen stated yes, the opposite of a micro manager. Vice Mayor Allen stated we don't need a number cruncher that isn't going to screw up the budget because this ship is going in the right direction. Mayor Rivera stated that the most important thing is to embrace our vision. Councilman Bryce asked how we tease that out in the application process? Mr. Strobeck stated that you put those things in the ad.

Councilman Rapier stated that we have a pretty good plan and staff in place and we want someone who will give them the freedom to do their jobs. Vice Mayor Allen stated that we have the next two years projects in place. So they have about two years to figure out those personalities of the people they are working with. Mayor Rivera stated that a lot of their style will come out in the interview process as well.

What kind of a community relations person are you looking for? Councilwoman Smith stated that we need someone who is approachable.

Mr. Strobeck encouraged everyone to have one on one communication with the Manager. You want to be kept fully informed or forewarned of anything that might be coming up at a council meeting. The Manager is reflecting your policy and not his own policy.

Is there anything in particular that you think someone who is coming to Thatcher needs to be aware of asked Mr. Strobeck. Councilman Rapier stated that I would like to see a Manager that is technologically forward thinking. Not in the communication so much, as someone who recognizes those opportunities or seek them out. Someone who will look at leveraging technology.

Mayor Rivera stated that perhaps you could put in there someone who has a high will.

3. Adjournment was made at 5:52.