

**CITY OF BOILING SPRING LAKES
BOARD OF COMMISSIONERS
MINUTES
WORKSHOP TO DISCUSS SEARCH FOR CITY MANAGER
JULY 11, 2011
CITY HALL – 6:30 p.m.**

Purpose: The purpose of this workshop was for the Board of Commissioners to begin discussions concerning the search for a new city manager.

Attendance: In attendance were Mayor White, Commissioners Caster, Kinney, Carroll and Troscianiec (Commissioner Troscianiec arrived at 6:45 p.m.). Also in attendance was City Clerk Linda Merry.

Discussion of Search for New City Manager

Where to Advertise

The Board discussed placing advertisements in the NCLM League Letter and also in the Southern City publication.

The Mayor offered to call the League to get input on the best way to advertise for the position and for assistance in drafting the advertisement.

Time Line

Commissioner Carroll was concerned about the timing of the advertisement and the ultimate selection of a candidate. He believes it would be unethical for the current Board to select a new manager before the new board takes office in December. This would not be fair to the citizens or to the newly elected board.

Commissioner Kinney wanted to be proactive and to proceed with placement of the ad as soon as possible. She suggested setting a deadline of thirty days for submittal of applications and expressed a desire to move forward as quickly as possible with interviews. She was concerned that the interim manager would find a new job and the Board would be faced with another scramble to find an interim.

Commissioner Troscianiec was in favor of moving forward with the selection of the new city manager. He suggested contacting the NCLM for assistance.

Commissioner Caster also wanted to move forward with the selection process. He believes the current board would be more qualified to make a selection due to their years of experience. Also, waiting until after the election to begin the process could mean the City would be without a permanent manager for almost a year.

Residency Requirement for City Manager

Commissioner Carroll wanted to discuss residency as a requirement for the new city manager. He believes the city manager should reside in the City. He will draft a motion for the August meeting.

Commissioner Troscianiec did not have a problem with a residency requirement, but was concerned that the requirement might cost the city the most qualified candidate. He suggested a method of selection that would assign a weighted score to the residency requirement.

Commissioner Kinney asked the Mayor to contact the League and get their opinion on the residency requirement.

The Board concurred to include a residency requirement in the advertisement.

What to Include in the Advertisement

After a very lengthy discussion, the Board concurred to include the following information in the advertisement:

- Salary Range
- Residency Requirement
- Education Level - Bachelors Degree Required, Masters Preferred
- Experience
- Size of Budget
- Size of Board
- Number of Employees
- Population
- List of Departments
- Background Check and Drug Test Required (have applicant sign a release)

Public Input

The Mayor wanted to get input from the public. He suggested receiving that input at the Citizens Forum meeting on August 4th. After the Forum, the Board will finalize the format for the advertisement.

Adjourn

The Mayor adjourned the workshop at 7:20 p.m.

Linda Merry, CMC, City Clerk

Richard White, Mayor