

**Zebulon Board of Commissioners**  
**Work Session**  
**Minutes**  
**March 18, 2015**

Present: Robert S. Matheny-Mayor, Curtis Strickland, Beverly Clark, Dale Beck, Don Bumgarner, Glenn York, Sidney Perry-Interim Town Manager, Lisa Markland-Town Clerk, Eric Vernon-Attorney

Mayor Matheny called the meeting to order at 7:00pm.

**APPROVAL OF AGENDA**

Commissioner Clark made a motion, second by Commissioner Strickland to approve the agenda. There was no discussion and the motion passed unanimously.

**OLD BUSINESS**

A. General

*Manager Search Process*

Mayor Matheny stated that they needed to come up with the top attributes or characteristics that they want in the new Town Manager. Commissioners shared their thoughts and those submitted by the department heads and came up with the following list.

1. Experience with 2-5 years in a similar size town
  - a. Municipal Government experience
    - i. Manager or assistant manager preferred
  - b. Bachelor's degree
2. Management Style
  - a. Compatibility with department heads and board
  - b. Not a micro-manager
    - i. Able to delegate but stay involved
  - c. Team management approach
  - d. Make timely decisions
3. Personable
  - a. Professional
  - b. Open door policy
  - c. Good fit with Town of Zebulon Community
  - d. Good personality
  - e. Good first impression
  - f. Good People Skills
  - g. Problem Solver
  - h. Good Conflict resolution abilities
4. Good Employee Relations

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- a. Mediator
- b. Conflict resolution
- c. Problem solver
- d. Treat all fairly
- e. See that all are unique and valuable
5. Integrity
  - a. Trustworthy
  - b. Ethical
6. Good Financial Manager
  - a. Understands Budgeting
  - b. Understand importance of grant funding
7. Long Term Planning
  - a. Visionary
  - b. Thinks outside the box
  - c. Markets the Town
8. Appearance
  - a. Good First Impression
9. Understands that they work for the Board
  - a. Keeps entire Board informed equally
  - b. Willing to share their insight and thoughts
  - c. Support final decision of the Board
10. Good communication skills
  - a. Verbal
  - b. Written
11. Actively Involved in the Community
  - a. Civic minded in all areas
  - b. Markets the Town
12. Lives within the corporate limits of the Town
13. Believes in Strong Customer Service
  - a. Works for the people
14. Ability to work with other Entities
  - a. Public
  - b. Private
15. Strong Computer skills

The Board discussed education and experience in depth.

Mayor Matheny stated that for the ad the Board needed to pick the top things from the list to place in the ad. The Board chose experience, financial management, communication, lives within the corporate limits, and education. Salary was briefly discussed but it was decided that it would not be listed in the ad but would be dependent of qualifications. They would accept applications until the position was filled. The Mayor and Lisa would put together an ad and send it to the Board for them to review and make comments on.

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The Board decided that they would begin advertising by the end of the month and by the end of January the hope was to begin paring the list down. Confidentiality was stressed and the fact that the Board did not want to have six copies of every resume floating around so all submittals would be scanned and put on a flash drive for each Board member. Applications would be numbered and the Board on the first go round would do the basic yes, no or maybe for each with general comments on the comment sheet provided. Once pared down a more in depth appraisal would be given for the candidates.

Mayor Matheny stated that the Piggly Wiggly had sold the Zebulon store to Carlie C's which would be effective in January 2015. There would also be a hot air balloon festival in Zebulon in May at the Bennett Bunn Plantation and was sponsored by WRAL and was being done as a partnership with the City of Raleigh. It would be three day long and could bring in 25-30,000 people over the three day period.

### **MANAGERS REPORT**

Sidney Perry reminded the Board that Town Hall would be closed for Christmas the 24-26 and January 1 for New Years.

Commissioner Strickland made a motion, second by Commissioner Clark to adjourn. There was no discussion and the motion passed unanimously.

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Date

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Robert S. Matheny—Mayor

SEAL

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Lisa M. Markland, CMC—Town Clerk