

# Town of HOLLY RIDGE

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## HOLLY RIDGE TOWN COUNCIL SPECIAL MEETING TOWN MANAGER QUALIFICATIONS February 26th, 2019 4:00 P.M.

Mayor Dingler called the Regular Meeting of the Holly Ridge Town Council to order at 4:10 p.m. at the Holly Ridge Town Hall. Council members present were Councilwoman Bragg, Councilwoman Collins, Councilman Hines and Councilwoman Hall. Also present were Interim Town Manager, Heather Reynolds; Deputy Town Clerk; Tracy Martin. Mayor Pro-Tem Stanley was absent due to two broken ankles.

### Invocation and Pledge

Councilman Greg Hines gave the Invocation and Mayor Dingler led the Pledge of Allegiance.

### Adoption of Agenda

A motion was made by *Councilwoman Collins* and seconded by *Councilwoman Bragg* to adopt the Agenda as presented. *All Agreed.*

### Persons Wishing to Address the Council

### Discussion of Town Manager Qualifications

Chris May with the Cape Fear Council of Government attended the special meeting to guide the Town Council with ideas to help the process in hiring a Town Manager. He said hiring a Town Manager is one of the most important decisions you can make. He said to be sure to make sure the person understands the role of the Town Manager is here to serve the Town Council and implement Town policies.

Listed below is a list of attributes that the Town Council and Mr. May came up with to help with the process of the hiring.

### Attributes

- Consistent
- Integrity-Honest
- Approachable to all
- Knowing their place
- Communication Effectively-Verbal and Written
- Challenge Status quo to affect change
- Dedication and Loyalty to Town
- Value continuing education to stay current
- Experienced with Local Government in North Carolina working for an elected board-Salary commiserated with experience
- Ask for guidance from Town Council
- Know where to find answers to issues-use all resources ex list serve, Cape Fear Council of Government
- Ask Town Council about the history
- Manager needs to know how to appropriately advocate and liaison for employees and Town Council
- Diplomatic
- People Skills-“Street Wise”-Be able to say no respectfully
- Direct and Concise
- Effective leaders listen to concerns give timely advice or say “I will research and get back to you and in a timely manner
- Forward thinking

### Categorize

- Education and Experience
- Demonstrate people skills
- Writing and communication skills and computer skills
- Honesty-Integrity-Loyalty

Mr. May suggested that the Town Council write down five of the most important things that you are looking for in a manager. He said then come back together as a group and compare everyone’s answers. At the end hopefully there is a group with direction on what type of person we are looking for.

Mayor Dingler asked Mr. May to come back and to a workshop to find objectives (top 5).

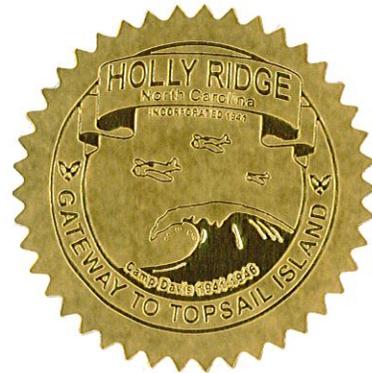
Mr. May said the Town Council had rather set someone up for success rather than failure and he is sure the staff right now is going a good job.

Mayor and Town Council were all in favor of Mr. May to come back for a workshop in the near future to help finalize the wants and needs of a Town Manager.

Adjournment

A motion was made by *Councilman Hines* and seconded by *Councilwoman Hall* to adjourn at 6:25 p.m. *All Agreed.*

Attest:



*Anita Dingle*  
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Anita Dingle, Mayor

*Heather Reynolds*  
\_\_\_\_\_  
Heather Reynolds, CMC, Town Clerk

*These minutes were recorded and prepared by Deputy Town Clerk, Tracy Martin.*