**Special Meeting**

**September 20, 2018**

**6:00 p.m.**

The Board of City Commissioners of the City of Herington, Kansas met at City Hall at 6:00 p.m. on the above date – the following being present: Mayor Dave Jones, Commissioner Robbin Bell,

Commissioner Marcus Hawkes, Commissioner Curtis Hartman, Commissioner Debi Urbanek,

and Interim City Manager Brenda Wildman.

Strategic Planning and Goal Priorities. Criteria and qualifications for city manager candidates.

**MANAGEMENT/LEADERSHIP QUALITIES**

* General leadership will require a blend of participative and authoritative styles, as the ideal City Manager focuses on transformational impact on municipal services sustainment, staff development, and community goals progression.
* We are looking for a motivated and driven professional that understands the demanding multifaceted duties of a City Manager. The ideal candidate will be familiar with the Commission/Manager form of government and will be comfortable developing and maintaining a professional relationship with the Commission as it evolves through the election process.
* Actively involved in the community, engaging businesses and organizations on a regular basis. Include in weekly schedule time to get out of the office and engage the public and staff.
* Comfortable and capable of serving as the face of the City of Herington, and able to manage a myriad of projects, tasks, and timelines despite consistent and yet unpredictable interruptions.

**HIGH-PRIORITY ISSUES**

* Supervise the completion of the city’s new water plant and continue scope of work refinement and implementation for the city’s waste water treatment plant.
* Work with the City Commission to develop and implement a 5-year strategic plan.
* Work with the Dickinson County Economic Development Committee and Greater Morris County Economic Development Corporation to identify and lobby business development and expansion within the city commercial and industrial zones, the city airport, and surrounding area.
* Work closely with the Herington Housing Authority as the municipal housing effort within the city and transition the City of Herington out of direct housing management.
* Solicit Kansas Universities to get a Master’s Program student assigned to the city to specifically help develop a plan for the city’s lake and reservoir that focuses on maximizing the significant potential that exists.
* Work with the Flint Hills Advisory Council in general, and specifically with respect to the development and advertisement of the Flint Hills Nature Trail as a state park.
* Work with the Flint Hills Regional Council as a member city to capitalize on the economic development and regional partnership potential
* Continue efforts to reduce blight within the city in general, but specifically targeted to the downtown commercial area in the immediate future.

**EDUCATION/EXPERIENCE**

* Minimum of a Bachelor’s Degree
* 4-6 years experience in comparable municipal leadership role

**PROFESSIONAL EXPERTISE –** In addition to managing local or regional governments, are there specific areas where direct experience in other areas might be desirable?

* Experience working with public boards or commissions
* Municipal finance
* Strategic planning
* Municipal utilities
* Grant writing
* Social Media Communication

**STARTING SALARY RANGE**

* 70-90K

A motion was made by Commissioner Hartman, seconded by Commissioner Bell to adjourn. Motion carried, all voting “Aye.”

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Brenda Wildman, City Clerk