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**Town Commission**

**Special Meeting**

**Applicant Organizational Meeting**

**Monday** **• April 19, 2021 • 6:30 pm**

**Minutes Special Meeting**

1.Call to Order: 6:30pm

2. Invocation and Pledge of Allegiance to Flag

3. Roll Call

*Commissioners Attending:*

* Joseph Aufmuth, Mayor Present
* Timothy Parker, Mayor Pro Tem Present
* Virginia Mance Present
* Troy Blakely Present
* Mike Roberts Present
* Debbie Gonano, Town Administrator Present
* Patty Polk, Deputy Town Clerk Present
* Scott Walker, Town Attorney Absent

4. Agenda Approval

***Motion made and second (Mance/Blakely) to approve agenda; Passed 4-0***

5. Town Clerk/Administrator Applicant Organizational Meeting

Organizational meeting to develop a rubric to determine the questions to be asked in the interview process and to consider applicants’ qualifications and experience.

Working with Attorney Parker, Town Administrator Gonano had developed the below 15 questions and a checklist sheet. The checklist sheet was presented for use by the Commissioners to determine if each applicant had: *1) Minimal Experience to Meet Requirements, 2) Experience Meets Requirements, or 3) Experience Exceeds Requirements.* The checklist sheet included a *Comments* section which the Commissioners could use for notes about each applicant during the interview process, but the consideration of a point system was discarded. Candidate Eston Burge had accepted another position and had dropped out of the process. Remaining applicants were: 1) Jennifer Cialona, 2) Caden Gillespie, 3) Vance Lipsey, and 4) Sara Owen.

Commissioner Mance had four other suggestions including: 1) Where do you see yourself professionally in five years? (It was decided that this would be added to question #1 below), 2) A question to gauge familiarity with State of Florida associations (add language to #14 below), 3) A question detailing that this is a working administrator position (already dealt with in #4 below), 4) Importance and protection of historic buildings and familiarity with the Town’s code (add language to #2 below and code familiarity already dealt with in #15 below).

Commissioner Roberts wanted to assess an applicant’s availability for special events (added to #5 below).

Marian Baron *(108 Whiting Street)* suggested asking a question about successful communication skills with the public (already dealt with in #8 below). Additionally, she thought that the applicants could be asked about intergovernmental agency coordination, activities, or projects (added to #14 below). Marian suggested providing the questionnaire to the applicants ahead of the interview process in order to receive substantive responses.

***Motion made and passed (Parker/Mance) to provide the questions to the applicants prior to the interview; Passed 5-0***

Answering Stoney Slaton *(104 NE Seminary Avenue),* the Mayor suggested holding a short meeting just after the interviews on Monday, April 26 to consider the applicants. To avoid having citizens adding additional language to the specific question list below during the actual interviews, Attorney Parker suggested holding a public comment section immediately following all four of the *Zoom* interviews.

Rachel Vallejo *(201 NE Tahota Avenue)* asked if the interviews would be available to the public; the interviews will begin on Monday, April 26 at 6pm via *Zoom* and the invitation would be extended to the public. Additionally, Ms. Vallejo suggested adding a question about historic preservation.

***Motion made and passed (Mance/Roberts) to add “and historic preservation” to question #2; Passed 5-0***

The Mayor called a physical special meeting on Wednesday, April 28 at 6:30pm to discuss the interview results and decide a course of action.

1) Tell us why you applied for this position and why you think you will be successful. Where do you see yourself professionally in five years?

2) What do you know about Micanopy and historic preservation?

3) Describe a project that you handled from inception to completion that was most satisfying to you.

4) The job of Micanopy Town Clerk/Administrator is a working administrator position. Describe your governmental accounting and budgeting experience and knowledge of reporting requirements.

5) What are key tasks for a Town Clerk/Administrator? Do you believe that it’s important for the Town Clerk/Administrator to participate or be involved in special events within the Town taking place outside of normal business hours?

6) What can a municipal government do in a time of economic downturn, declining revenue, and a desire to provide consistent levels of service?

7) How and when do you delegate responsibility and authority?

8) Communication to Commissioners, staff, and the public is vital to this position. Please share your current communications skills.

9) Do you possess familiarity of Florida Sunshine Laws?

10) How do you resolve conflict?

11) Citizens are very involved in Micanopy and many have different perspectives. While maintaining objectivity and fairness, describe how you would decide which side to take in a position where two people wanted you to take opposite positions on the same subject.

12) What do you believe are the top three skills the Town Clerk/Administrator should possess?

13) What do you do when an individual Commissioner asks you to perform a task that is not approved by the entire Commission?

14) Based on your education, experience, and background, what do you consider to be your strengths in dealing with local government problems and intergovernmental relations? What are your weaknesses?

15) A function of the Town Clerk/Administrator position is code enforcement. What ability do you possess to interpret, apply, and assist in implementing Micanopy codes, land use policies, ordinances, and regulations?

***Motion made and second (Mance/Roberts) to accept all the interview question edits; Passed 5-0***

6. Adjourn 7:02pm

**MINUTES APPROVED:**

**As submitted \_\_\_\_\_\_ as amended \_\_\_\_\_ at Town Commission Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Joseph L. Aufmuth, Mayor Debbie Gonano, Town Administrator/Clerk**