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**Town Commission**

**Special Meeting**

**Applicant Interviews *via Virtual Conferencing***

**Monday** **• April 26, 2021 • 6:00 pm**

**Minutes Special Meeting**

1.Call to Order: 6:00pm

2. Invocation and Pledge of Allegiance to Flag

3. Roll Call

*Commissioners Attending:*

* Joseph Aufmuth, Mayor Present
* Timothy Parker, Mayor Pro Tem Present *(logging on at about 6:14)*
* Virginia Mance Present
* Troy Blakely Present
* Mike Roberts Present
* Debbie Gonano, Town Administrator Present
* Patty Polk, Deputy Town Clerk Present
* Andrea Parker, Town Attorney Present

4. Agenda Approval

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

5. Town Clerk/Administrator Applicant Interviews: Questions to be asked during the interview process used for the purpose of considering applicants’ qualifications and experience:

The below applicants participated in *Zoom* interviews as follows:

Jennifer Cialona 6:00

Caden Gillespie 6:35

Vance Lipsey 7:10

Sara Owen 7:45

The list of questions below had been emailed to each applicant and applicants were asked all 15 questions during their interview process.

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?

6. Adjourn 8:16pm

**MINUTES APPROVED:**

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

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