

To: Mayor and Town Council
From: Michelle Metteer
Date: December 18, 2024
Agenda Item: Town Manager Recruitment



REQUEST:

The Council to authorize staff to spend up to an identified dollar amount for the purposes of entering into a professional services agreement with a recruitment firm for the purposes of recruiting and hiring a new town manager.

INTRODUCTION:

On December 6, 2024, I submitted my letter of resignation to the Mayor and Town Council, providing for a 60-day transition period prior to my formal resignation on February 7, 2025. As part of the transition process, the Town Council should consider hiring an outside professional or organization to lead the recruitment process for obtaining a new town manager.

ANALYSIS:

The town manager's role is a critical hire for the execution of Council-directed policy, organization of staff operations and facilitation of relationships between residents and businesses with the town. For the recruitment of a new town manager, an emphasis should be placed on finding someone who is the right "fit" for not only the Council but also the staff and community. Minturn's town manager role must handle matters which are remedial and task-oriented in nature (like distributing snowmelt) to management and project execution. This role is more management based than leadership focused, and a new hire should be prepared to be "in the weeds" with the town staff on a daily basis. The Minturn town staff is too small to support a town manager position which is not addressing managerial matters daily. A recruitment professional or organization can facilitate finding the right "fit" to ensure a strong position placement with a long-term commitment to the organization.

COMMUNITY INPUT:

Community feedback will be included in the recruitment and hiring process.

BUDGET / STAFF IMPACT:

TBD/Approximately \$20,000+

STRATEGIC PLAN PRIORITY OR VALUE:

TRANSPARENCY

RECOMMENDED ACTION OR PROPOSED MOTION:

- Approve town staff to spend up to a specific dollar amount to enter into a professional services agreement with a third-party recruiting professional or organization.

ATTACHMENTS:

- None