

**Town of Grottoes
Workshop Meeting**

CALL TO ORDER: The Town of Grottoes Town Council held a workshop meeting on Monday, April 8, 2019, at 6:00 p.m., with Mayor Holloway presiding.

ATTENDANCE: Council Members present were: Emily Holloway, Jo Plaster, Mark Keeler, Joshua Bailey, and C.W. Stephenson.

Other Town Officials present were: Town Manager Nathan Garrison, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Public Works Director A.J. Hummel, Tourism and Parks Director Ashley Collier, and Police Chief John Painter.

Mayor Holloway stated that we will begin with Waste Management. She stated that as stated in the staff report Waste Management had agreed to provide additional cans for citizens needing more than one and now that they have given out 93 additional cans they want to charge a fee. Town Manager Nathan Garrison stated that there are two options to pay for the additional cans. He stated that the first option would be to raise the refuse rate by \$0.25 cents per bill. He stated option two is to charge each individual residence an additional \$1.00 per month for their extra can. This would make their bill go from \$26.50 to \$28.50 per billing cycle. Town Manager Nathan Garrison said he asked Waste Management if the second can would increase our labor cost and they told him it would not, it would just be a cost per residence. Councilman Joshua Bailey said to get that in writing because they originally told us they wouldn't charge for a second can. Councilwoman Jo Plaster asked with option one what happens when we exceed the number of cans. She stated that people will feel like if they are paying for an extra can they are going to want it. Mayor Holloway stated that the fairest way is to let everyone know that Waste Management is now charging us for additional cans and if a resident has an additional can, they will have to pay for it. Town Manager Nathan Garrison stated that option 2 would be the most fair way to do it and he stated that he didn't feel it would be a huge administrative burden. Town Manager Nathan Garrison stated that we will have some upset residents because they were told from the start that there was no additional cost but it wasn't in the contract. Councilman Joshua Bailey made a motion to go with option 2. Councilman C.W. Stephenson seconded the motion. Councilman Joshua Bailey stated that with this option it will charge each residence an additional \$1.00 per month for an additional can. Councilman Mark Keeler asked if we had some time to notify the residents before Waste Management started charging us the

fee. Mayor Holloway stated that she feels we should have something in the newsletter from Waste Management because they are imposing the fee not the Town. Council members Jo Plaster, Mark Keeler, Joshua Bailey, and C.W. Stephenson voted in favor of the motion, motion carried.

Mayor Holloway stated that the Planning Commission has been looking at the zoning and is recommending changing the B-1 zoning on Dogwood Avenue to B-2 and allowing a residence in the B-2 zoning as a Conditional Use. Town Manager Nathan Garrison stated this change would also allow for current homeowners to make improvements or additions to their properties. He stated that he would like to get Council's input on having this Planned District on Dogwood Avenue and then take it back to Planning Commission to go over the Conditional Use.

Mayor Holloway stated that she received a call from a Grottoes resident with a request for support of the Relay for Life "Paint the Town Purple". She stated that would mean they would paint (in washable paint) purple footsteps on the side walk in front of the Town Hall. They will also be offering businesses the opportunity to purchase ribbons in support of Relay for Life. Councilman Mark Keeler made a motion to support the Paint the Town Purple for Relay for Life. Councilman Joshua Bailey seconded the motion. Council members Jo Plaster, Mark Keeler, Joshua Bailey, and C.W. Stephenson voted in favor of the motion, motion carried. Mayor Holloway stated that she will contact her to let her know.

Town Manager Nathan Garrison stated that we have two heating/cooling units that have been having some trouble with over the winter so when Riddleberger came to service our units we found some issues with them. He stated that the worst unit is the one over the Library. He stated that unit has a compressor out and the cost to replace that one compressor is \$6,700.00. He stated the concern he has is the unit is over 18 years old and we don't know how long we have been overworking the other compressor. He stated that he got a price to replace the unit and that cost would be \$16,700.00. He stated the other unit that we are having problems with is over the Town offices. He stated this unit has a leak and low pressure in it. He stated to fix this unit it would cost \$3,800.00. He stated that these prices are from Riddleberger who currently service the units and they know our system. He stated that he got a quote from Landes but they would only quote the new unit not the leak repair because they have not serviced it. He stated that their quote for the new unit over the Library was for \$15,111.00. Town Manager Nathan Garrison stated that we need to do something soon with these units. He stated that staff has been advised by Riddleberger that the Air Conditioning should not be turned on with the current leak. Councilman Joshua Bailey made a motion to replace

the unit for the library and fix unit over the Town office with Riddleberger. Councilman Mark Keeler seconded the motion. Council members Jo Plaster, Mark Keeler, Joshua Bailey, and C.W. Stephenson voted in favor of the motion, motion carried.

Town Manager Nathan Garrison stated that he does not have a new budget to hand out but asked if anyone had any questions on the budget. He stated that they did find an issue with the retirement in the budget. He stated that in the past the budget was overstated and we should see an additional \$40,000.00 that is usable for the budget.

Mayor Holloway asked for the Street Committee to look at ditches. She stated that in the past if your ditch was too deep, the homeowner could purchase a culvert and historically the Town has used maintenance people and maintenance time to install it and deliver dirt to cover it and fill in what they did. She stated that did not include leveling out and replanting grass seed. She stated the reason she brings this up is she received a call from a citizen that paid for a culvert and it's on Town property and if we weren't going to finish the job then they wouldn't have done it in the first place. She stated that they were wanting it to be leveled out and grass seed planted. Mayor Holloway stated that with the work the Town maintenance men already did if they had to hire a contractor it would have cost several thousand dollars. She asked if the streets committee could look into this and see how we want to handle these in the future and come up with a form that must be signed so the homeowner knows what work will be done.

Councilman C.W. Stephenson stated that they met with the Grottoes Little League over some concerns that some citizens have had. He stated that they will continue to work with them and will be bringing a recommendation back to the Council. He also mentioned that the committee will meet this week to move forward with the discussion on the swimming pool.

Councilman Jo Plaster stated that we will be bidding out the Street Paving project and the bid opening should be at the beginning of May. She stated that the carry over will be allocated for paving purposes only.

Mayor Holloway stated that the Personnel Committee has met and have been reviewing the handbook. She stated that we will do some stuff in closed session tonight.

Chief Painter stated that he has had the pleasure of working here for the past 18 years. He stated that he is announcing his retirement for the end of this month. He stated that he is hoping to come back and

work part-time as a police officer to help out and continue serving the citizens of Grottoes. Chief Painter stated that he has accepted a position with the Bridgewater College Police Department. He stated that they are not under the VRS system so he can work there and collect his retirement. Mayor Holloway stated that we can discuss this in closed session tonight.

With nothing more from committees, Mayor Holloway adjourned the workshop meeting.

Mayor Holloway called the April 8, 2019 meeting of the Grottoes Town Council to order and welcomed citizens. Town Clerk Tara Morris called the roll. Mark Keeler, Joshua Bailey, Jo Plaster, Emily Holloway, C.W. Stephenson, and Tim Leeth were present. Also present were Town Clerk Tara Morris, Attorney Burns Earle, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Tourism and Parks Director Ashley Collier, and Police Chief John Painter.

Councilman Joshua Bailey made a motion to approve the minutes for the workshop and council meeting on March 11, 2019. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

FINANCE

Councilman Joshua Bailey moved to approve the Treasurer's report for March 2019. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Joshua Bailey moved to pay the bills as of April 8, 2019 in the amount of \$18,435.11 and the remaining bills paid in March 2019 for \$131,516.52 totaling \$149,951.63. Councilman C. W. Stephenson seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

ORDINANCE, HEALTH AND PROPERTY

Councilman Mark Keeler stated that based on the discussion at workshop the Planning Commission will review the B-2 code to possibly include some conditional uses before bringing the rezoning back to Council.

SPECIAL EVENTS

Councilman Tim Leeth stated that on Saturday, April 13th we have the Chief Charlie's Kids Fish Day beginning at 9:00 am. On April 18th is The Jungle Book Musical at South River Elementary at 6:00 pm. He also stated that on Saturday, April 20th we will have our Easter Egg Hunt starting at 10:00 am at Grand Caverns

Park and on April 26th at 6:30 pm we have the Grand Caverns 5K Race at Grand Caverns.

PERSONNEL, FIRE AND POLICE PROTECTION

Mayor Holloway read the resolution to reappoint Margie Mayes to the Board of Zoning Appeals for a term to expire on April 1, 2023. Councilman Tim Leeth made a motion to reappoint Margie Mayes to the Board of Zoning Appeals. Councilman Joshua Bailey seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Joshua Bailey made a motion to convene into closed session under the Virginia Freedom of Information Act to discuss personnel matters for the purpose of considering such persons assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation pursuant to section 2.2-3711(A)1 of the Code of Virginia. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Joshua Bailey made a motion to adjourn the closed session. Councilman Mark Keeler seconded the motion. Council Members Mark Keeler, Joshua Bailey, Jo Plaster, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway opened the regular session. Mayor Holloway stated that a certification of the closed meeting to the best of their knowledge that only public business matters lawfully exempted from open meeting requirements under section 2.2-3711(A)1 of the Code of Virginia 1950 as amended and only such public business matters that were identified in the motion by which a closed meeting were heard, discussed, or considered in the meeting. Town Clerk Tara Morris took a roll call vote M. Keeler; yes, J. Bailey; yes, J. Plaster; yes, E. Holloway; yes, C.W. Stephenson; yes, and T. Leeth; yes.

PRESENTATIONS OF PETITIONS AND CLAIMS

Tina Custer addressed the Council with concerns about the use of the little league fields. She stated that she has been a part of this amazing organization for several years. She stated

in years past she used the little league fields for a practice field for her travel softball team. She stated that many of the girls have aged out of little league so they play travel but are still from this area. Tina stated that last season she paid the \$50.00 fee to use the field but when she would contact them to schedule the field they would never get back with her. She said she rode down there many times and the fields were not being used. She did state the two times that they used the fields they would not allow them to use the bases. They did give them plastic bases one of the two times they practiced. Tina said her oldest is 16 years old and plays at Spotswood High School and all through her younger years she played in travel ball tournaments here in Grottoes. She said the girls take pride in playing here in their own back yard. She stated that she knew those tournaments brought revenue to the Town with people buying food and looking for things to do in between games. Tina stated that Grottoes is full of softball and baseball players that would love to play right here in their own Town.

Mayor Holloway stated that we appreciate Ms. Custer being here and that we are hearing her concerns. She stated that C.W. Stephenson is the Chairman over our Parks committee. She also stated that a couple of years ago we initiated a Council member to sit on the board and we have tried to facilitate that. She stated that Josh Bailey was the Council member who was attending the little league meetings. Josh Bailey spoke up and said that they quit inviting him to the meetings. Mayor Holloway stated unless somebody comes forward and speaks up Council doesn't always know there is a problem. She stated that this is why they initiated the Council representative on the board because they feel the fields should be used.

Harvey Morris stated that he has lived in and around Grottoes his entire life. He stated that he is a Tournament Director for Sportsnation and he runs adult and youth softball and baseball tournaments on the weekends. He stated that when Ricky Fann was President of the little league, they were able to host three tournaments that year. He stated that when Ricky left the little league things started to change but they were still able to hold some tournaments. Mr. Morris stated that the little league board changed again and he received an email from Mr. Irving of what he expected and Harvey said there was no way that

he could do all that. He said they wanted him to pay for the use of the field plus bring in equipment to prepare the fields. He stated that he doesn't have a problem paying a fair price for the use of the field. He stated that he had some ideas of trying to incorporate an invitational tournament with Grand Caverns. He stated that this would bring revenue into the Town. He stated that he asked Mr. Irving why the drastic change and Mr. Irving told him that nobody on the little league board was from Grottoes so they don't have anybody to get the fields ready. He told him that most of the board had kids that played travel baseball and they wanted to travel with them and not be tied down getting fields ready. Harvey Morris stated that he is more than interested to bring tournaments back to Grottoes and welcomes the opportunity to set down and figure out how we can do that. Councilman Mark Keeler asked how this was done in Broadway. Harvey stated that he meets with Kyle O'Brien and the little league president and picks the dates of the tournaments. Then he says he pays them \$100.00 per day per field that they use. Then the little league president gets someone to get the fields ready and pays them \$50.00 per field per day and the little league pockets the other and if they do concessions, they keep all that. He stated that he doesn't expect anyone to lose money so if they need to use field dry or have the lights turned on, they will pay for that too.

Brandi Wade addressed Council stating that she doesn't feel that when over half the team is from Grottoes, that they cannot use the fields here. She stated that they have to go to Weyers Cave, New Hope, McGaheysville, and Keezletown to practice. She stated that most of these locations have organized softball and baseball but still allow us to practice there. She stated that now when we go to McGaheysville to practice, we go to Elkton to eat instead of to our Subway or Wood Fired Oven. She stated that they played into November last year which is way past the season for little league.

Butch Morris stated that four years ago he was the field director for the Grottoes Little League. He said when Harvey had a tournament coming up he would call him. He said he is also a coach for the Storm travel team. He stated that he along with the other coaches for the Storm would go down and get the fields ready for the tournament. Butch said that he would let the

little league know they had to get the fields ready for a tournament and no little league person would show up but they would collect the money and they would have to pay the \$350.00 that day to get in to the tournament. He stated that the reason they did it was because they wanted the kids to be able to play. He stated that most grandparents don't get to travel to the beach to those tournaments but they can come here and watch their grandkids play. Butch said that he feels that it is just laziness and straight selfishness that has stopped these tournaments from happening and it's not fair to the kids. He thanked the Council for their time.

Mayor Holloway stated that the parks committee has been looking at some of this and thanked them for their comments.

With no further business to discuss, Mayor Holloway adjourned the meeting.

Mayor Holloway called the Special Town Council Meeting of the Grottoes Town Council to order at 4:00 pm on Tuesday, April 23, 2019. Town Clerk Tara Morris called the roll. Members present were Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth, with Mayor Holloway presiding. Also present were Town Clerk Tara Morris and Town Manager Nathan Garrison.

Mayor Holloway stated the reason for the special called meeting is for the future appointment for a Chief of Police.

Mayor Holloway asked for a motion to go into closed session for this discussion. Councilman Tim Leeth made a motion to convene into closed session pursuant to section 2.2-3711(A)1 of the Code of Virginia, as amended in 1950, to discuss personnel matters for the purpose of considering such persons assignments, appointment, promotion, performance, demotion, salaries, disciplining or resignation. Councilwoman Jo Plaster seconded the motion. Councilman Joshua Bailey asked why we need to go into closed session for this. He stated that we are not talking about a particular candidate and he thought we were just discussing what we would like to see for qualifications for this position. He stated that he would prefer our citizens be able to know what we are looking for in the next Chief of Police. Councilman C.W. Stephenson stated that he agreed with Councilman Bailey and stated that if we are not talking about anyone specific, then it should be open. Council members Mark Keeler, Jo Plaster, and Tim Leeth voted for the motion, Council members Joshua Bailey, David Raynes, and C.W. Stephenson voted against the motion. With Council being split the Mayor asked for further discussion on why we should go into closed session. Councilman Joshua Bailey stated that he feels our citizens should know what we are looking for in our next Chief. He stated that we are not speaking on a certain candidate or a demotion or promotion of any employee so he feels it should be discussed in open forum. Councilwoman Jo Plaster stated that she was in favor of the closed session because she didn't know how much we are going to discuss at this point or if it was just going to be the ad and what our requirements are. Councilman Mark Keeler stated that the reason he voted for the closed session is because he felt we would discuss where we have been and where we are going and that could include personnel. He stated that he didn't feel that we may be able to get to the root of our discussion if we are in an open forum. Mayor Holloway stated that if the purpose of the meeting is to solely discuss the ad then she feels it should be transparent because the ad will be transparent in what we are asking for. She stated that she doesn't want to set precedence on every time there is an opening that we are going to hold a meeting to advertise for that position. She stated that once the

personnel manual is approved she is hoping that will clarify how these procedures will work so that it's not a question for the Council or the Town Manager. Councilman Tim Leeth stated that his reason for going into closed session is a lot like Mark's. He stated that it's inevitable that we will discuss things in the past that we don't like and he doesn't want somebody not to be able to express their opinion because we are in open forum. Mayor Holloway said that the reason for the meeting reads discussion regarding the future appointment for a Chief of Police. She stated that needs to be clarified because if we are only going to sit here and discuss the ad then that should be open but if we are going to discuss any future appointments then that grays those lines like Tim and Mark are saying of previous instances and things of forming what type of person we want before the interviewing starts. Councilman Mark Keeler stated that he was taking this as an opportunity to look at the past and the direction we want to go. He stated that he didn't come here to just work on an ad, he came to discuss where we have been and the direction we want to go and how that affects us with appointing a new Chief of Police which is an extremely important discussion. Councilman David Raynes stated that he agrees that if we discuss in open forum something may be said that shouldn't but he also doesn't want to talk about the past and only wants to move forward. Councilman Tim Leeth stated that if we are only going to discuss the ad then he sees no reason for the meeting not to be open. Mayor Holloway stated that we need to restate the purpose of the meeting. Mayor Holloway stated that we will stay in an open meeting but wants the record to show that this meeting will be to list qualifications for the ad.

Mayor Holloway turned the meeting over to Town Manager Nathan Garrison so he could update Council with where we are and what all questions still need to be answered. Town Manager Nathan Garrison stated that he was asked to reach out to surrounding localities and then to draft an ad for the Chief of Police position. He stated that he did this and found that character has a lot do with this position but stated that we could not overlook certifications and experience. He stated that he wanted to give some preferred requirements along with some minimum requirements enough to deter your average police officer or someone who doesn't have a lot of experience. He stated that when he created the ad he hadn't heard of a residency requirement and stated that is something the Council would need to decide on. He stated that when he asked the other localities, the only one that has a requirement is Timberville. He stated they have a requirement of their police chief that they must live within a 10 mile radius of Town. He stated that this requirement didn't affect the Chief they have because he lives about eight miles out of Town. Mayor Holloway asked if anyone had any

questions or discussion. Councilman Joshua Bailey stated that he hadn't brought it up because he thought we were going to discuss this more and then when the ad was emailed out he felt he needed to express his ideas. He stated that he feels we need to have a residency requirement or a response time requirement. He stated that the reason he feels this way is for example, there was a call for a burglary at a Town business and the Chief responded and beat Rockingham County who was responding for back-up. He stated that if he didn't live within a short response time back to Town this suspect may not have been apprehended. Councilman Tim Leeth stated that he agrees that the Police Chief should live within a responsible distance from Town. He stated that he doesn't think we should require them to live in Town. Councilman Tim Leeth stated that as far as he can remember the Chief has either lived in Town or within a reasonable distance. Councilman Mark Keeler stated that he likes the response time verses the residency requirement. Councilman Joshua Bailey stated that we have a 15 mile radius for our Town vehicles already so he feels we should stick with that and rectify the rest later. Councilman Joshua Bailey made a motion to place in the ad a 15 mile radius residency requirement within two years of becoming Chief of Police. Councilman Tim Leeth seconded the motion. Councilman Mark Keeler asked if they don't move within two years, we fire them. Mayor Holloway stated that was correct, they will no longer hold that position. Councilmembers Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilwoman Jo Plaster stated that she didn't know what our requirements were in the past but she suggested a physical or some type of agility test. She stated that we need to know they can run after someone. She stated that we need to know what their agility and endurance capabilities are. She stated that they should have a current physical on file. Councilman Tim Leeth asked if we currently require employees to get a physical. Mayor Holloway replied no. She stated that she knows that certain jobs require specific testing such as truck drivers. Mayor Holloway stated that some conditions are treatable and some are not. She stated that we can't discriminate against a disability and with HIPPA you have to be cautious on the questions you ask. Councilman C.W. Stephenson stated that truck drivers have federal standards that have to be met. He asked if there are any state standards in law enforcement that have to be met. Councilman Tim Leeth stated that the only requirement he is aware of is they have to qualify at the shooting range each year. Councilman Joshua Bailey stated that they have to have 40 hours of continuing education. Mayor Holloway stated that she agrees with Jo and wants to know that they can perform the job. Councilman Joshua Bailey stated

that this job is more involved than in a major city where it would be primarily an administrative position. Mayor Holloway said this will be an active Chief not an office Chief. Councilman Joshua Bailey stated that we may need to check into seeing if there are any national standards for police like there are for the fire service. Councilwoman Jo Plaster stated that she pulled up an ad for the City of Harrisonburg for a deputy and they have listed on their minimum qualifications that applicants must attend and successfully complete a physical agility test and the test date will be determined. She stated that according to this there may be testing times available. Councilman Tim Leeth asked if we have a hard copy of the Police Chief's job description and if it has anything in there about physical agility. Town Manager Nathan Garrison stated that we do have a job description. He stated that the Chief's job description says good physical condition and it also states the Chief must perform all duties of a police officer. He stated that the police officer description states physical strength and agility. Councilwoman Jo Plaster stated that at minimum it would be preferred that we have a statement from a physician stating that the person meets the physical requirements for this position. Councilman C.W. Stephenson stated that with the physical part you are talking about a physician and you're dealing with HIPPA laws and discrimination and should we consult the attorney for clarification. Councilman Mark Keeler suggested that we preficite with evidence of so we can ask for evidence of current police employment or evidence of passing a physical agility test. Mayor Holloway stated that in gathering what she has heard so far she is going to summarize the discussion stating that the candidate provides evidence of current police employment or physical agility for the position of a police officer. Councilman David Raynes stated that with all the requirements we are listing, what are we going to pay this person. He also stated that he feels we are limiting our field of applicants as we go along. Councilman Joshua Bailey stated that's exactly what we are trying to do. He stated that we don't need a pool of candidates we need the right candidate. Councilman Mark Keeler stated that he doesn't feel like we are in a real hurry to fill this position. He stated if we put it out and we don't get what we are looking for, then we can change some things and put it out again. Councilman Tim Leeth made a motion to include evidence of current employment with a police force or the ability to take an agility test into our Chief of Police posting, after consultation and approval with the lawyer. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway stated that in previous ads we have included years of experience or leadership role. She asked if we wanted to include anything like that. Councilman Tim Leeth stated that he doesn't feel that they need to have previous leadership roles. He stated that he can think of several instances of someone getting an opportunity that hasn't had previous experience. He stated that we probably don't want someone right out of the academy but feels that shouldn't be a requirement. Councilman C.W. Stephenson stated that he thinks they should have at least 10 years of service. Councilman Joshua Bailey stated that he likes the 10 years of service with 5 years of leadership experience. He stated that they should have some form of managerial experience since they will be supervising 10 employees. Councilman Mark Keeler stated that he feels this discussion really helps in the interview process knowing what the Council is looking for in a Chief. Councilman Joshua Bailey asked after the ad goes out how this is perceived from there. He stated once we all agree on the job ad and qualifications we will set a time frame for accepting applications. He asked if we can state our selection process, interviews process and future appointment. Mayor Holloway asked if he was going to present that before we close the meeting. Town Manager Nathan Garrison stated since we don't have a clear process on how we will do this since the personnel handbook hasn't been approved. He thought that the Personnel Committee and himself will interview the candidates and from the interviews bring back a few to interview again with the entire Council.

Mayor Holloway stated that we need to go back since we have done motions for the others, we need to entertain a motion to keep the original ad if that's what we choose to do. Councilman Tim Leeth made a motion to add the additional pieces to what we discussed here today, the 15 mile radius and the agility test to the original ad that Nathan already created. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Councilman Tim Leeth asked the personnel committee to be cognizant of character during the interview process.

Mayor Holloway stated that we want an active Chief that will be a good fit for our Town. She stated that we want somebody that our citizens will respect.

Town Manager Nathan Garrison stated that the top candidates will interview twice. Once by personnel committee and once by the entire Town Council and then a decision will be made.

Mayor Holloway stated that we will need to get an answer from the attorney sooner than later on the agility testing so the ad can go in the paper.

Mayor Holloway stated that since we are going for a period of time without someone in the Chief's position and the way our current set up and operations within the department is, that those duties fall to the current sergeant. She stated that we are not naming an Interim Chief but we do need to have that discussion with our current officers so that they are aware and that we are open with our communications. Councilman Joshua Bailey stated that he didn't think we would need to since it is in our code under section 22-7. Mayor Holloway said she knows and we probably don't have to but feels that if we address it then it will clear up any confusion that someone may have. Councilman Mark Keeler made a motion that we follow our code and since our Chief of Police position is vacant, the next senior officer will act as Chief until that position is filled. Councilman C.W. Stephenson seconded the motion. Mayor Holloway agreed and feels that it needs to be directly communicated with the sergeant. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson, and Tim Leeth voted in favor of the motion, motion carried.

Mayor Holloway thanked Nathan for his time and everyone for their thoughts. She stated that she will keep everyone informed as we move forward in this process.

Councilman Joshua Bailey stated that he would like to request a recorded copy of the minutes from tonight.

With no further business to discuss, Mayor Holloway adjourned the meeting.