**MINUTES**

**ORGANIZATIONAL COUNCIL MEETING**

**WEDNESDAY, JULY 1, 2020**

**TOWN HALL – 6:30 P.M.**

Present:

Debbie Baca – Town lerk/Treasurer

Kenneth Holbrook-Mayor

Greg Bailey

Tim Boardwine

Matt Jordan

Monty Salyer

Josh Sawyers

The meeting was called to order by Mayor Holbrook at 6:30 p.m. Regarding appointments, Mayor Holbrook will call three times for nominations and nominations do not require a second. If there is more than one nomination, the clerk will poll the council on the nominees in the order they were nominated.

Mayor Holbrook asked for nominations for Clerk of the Council. Councilman Salyer nominated Debbie Baca. There being no other nominations, Debbie Baca was appointed Clerk of the Council by acclamation.

A motion was made by Councilman Sawyers, seconded by Councilman Boardwine, to adopt Robert’s Rules of Order as the governing rules for the Town Council. Councilman Bailey suggested that each council person have a copy of “Robert’s Rules for Dummies.” The motion carried unanimously.

The monthly council meeting is currently held on the third Monday of the month at 6:00 p.m. Mayor Holbrook asked if that was a conflict for anyone. Councilman Jordan said he serves on the Tazewell and Russell County Farm Bureau Board and there meetings are conflicting. Councilman Jordan made a motion to hold regular council meetings on the third Tuesday of each month at 6:00 p.m. The motion was seconded by Councilman Boardwine. Ms. Baca said she serves on the Wise County IDA Board which meets the third Tuesday of each month. Following a brief discussion, Councilman Jordan amended his motion to hold the monthly council meetings on the second Monday of each month at 6:00 p.m., starting the month of August. The amended motion was seconded by Councilman Boardwine and passed unanimously.

Next was the election of Vice Mayor. Councilman Sawyers nominated Monty Salyer for Vice Mayor. There being no other nominations, Monty Salyer was appointed by acclamation to serve as Vice Mayor.

Mayor Holbrook called for nominations for Town Treasurer. Councilman Sawyers nominated Debbie Baca to be appointed as the Town Treasurer. There being no other nominations, Debbie Baca was appointed Town Treasurer by acclamation. Mayor Holbrook asked for a motion to set the Treasurer’s salary, noting the amount budgeted for the Treasurer’s position is $58,341. A

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motion was made by Councilman Boardwine, seconded by Councilman Jordan, to set the Treasurer’s salary as stated. The motion passed unanimously.

Mayor Holbrook called for nominations for Chief of Police. Councilman Boardwine nominated Jonathan Johnson. There being no other nominations, Jonathan Johnson was appointed Chief of Police by acclamation. The amount budgeted for the position of Chief of Police was $52,571 and Councilman Boardwine offered a motion to set the Chief of Police salary at the amount budgeted. The motion was seconded by Councilman Bailey and unanimously approved.

The floor was opened for nominations for Town Attorney. Councilman Bailey nominated Julie Hensley. There being no other nominations, Julie Hensley was appointed by acclamation as Town Attorney. Councilman Jordan asked if the Town Attorney position is something that is advertised or just appointed. Mayor Holbrook advised that it is a charter appointment, but the Town Council has that option. Ms. Baca explained that the Council originally appointed Greg Kallen Law Office and Ms. Hensley worked for that firm. When she left the firm and opened her own practice, she was appointed Town Attorney. Following further discussion, a motion was made by Councilman Bailey to leave the current retainer as it is. The motion was seconded by Councilman Sawyers and passed unanimously.

Councilman Salyer moved to table the appointment of a Town Manager until the position is properly advertised. The motion was seconded by Councilman Boardwine and carried unanimously. A motion was made by Councilman Salyer to also table establishing a salary for Town Manager. The motion was seconded by Councilman Boardwine and passed unanimously.

A motion was made by Councilman Sawyers, seconded by Councilman Boardwine, to leave the Council Members pay at $49 per month. The motion passed unanimously.

A motion was made by Councilman Boardwine, seconded by Councilman Salyer, to leave the Mayor’s salary at $400 per month. The motion passed unanimously.

Currently, those authorized to sign checks and other financial documents are Kyle Fletcher, Ken Holbrook, Greg Bailey, and Debora Baca. Mayor Holbrook recommended to remove Kyle Fletcher and add Monty Salyer since he is now the Vice Mayor. A motion was made by Councilman Jordan to remove Kyle Fletcher and add Monty Salyer to the Financial Authorization Resolution. The motion was seconded by Councilman Boardwine and unanimously approved.

Mayor Holbrook advised that a town ordinance calls for three committees; Financial Committee, Committee on Streets, and a Committee on Reporting. The ordinance also states that no more than two elected council members can serve on these committees. He noted that the Finance Committee currently includes all council members. Mayor Holbrook recommended that a

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Finance Committee with two council members be established and any other council member could attend the committee meetings. He also said employees and citizens can serve on this committee. He opened the floor for suggestions. Councilman Boardwine asked if the Mayor would also be included on these committees. Mayor Holbrook said that theoretically the Mayor serves as an ex-officio of all committees, however, if more than two members participate in a committee meeting, the public must be notified. Mayor Holbrook asked for a motion to include two primary council members. Councilman Sawyers nominated Debora Baca to serve on the Finance Committee. Councilman Boardwine nominated Monty Salyer and Councilman Salyer nominated Greg Bailey. There being no other nominations, Mayor Holbrook asked for a vote to appoint Debora Baca, Monty Salyer, and Greg Bailey as the Finance Committee.

Councilman Jordan nominated Josh Sawyers for the Street Committee. Councilman Bailey nominated Tim Boardwine. There being no other nomination, Mayor Holbrook asked for a motion to accept Josh Sawyers and Tim Boardwine as the two council appointments to the Street Committee. Councilman Jordan offered the motion. It was seconded by Councilman Bailey and unanimously approved. Mayor Holbrook then opened the floor for nominations of employees or citizens to be added to the Street Committee. Councilman Sawyers nominated John Hicks and Mike Hale. There being no other nominations, Councilman Sawyers moved to appoint John Hicks and Mike Hale to the Street Committee. The motion was seconded by Councilman Boardwine and unanimously approved.

Mayor Holbrook remarked that the Reporting Committee, according to the ordinance, should report at each meeting on matters that have been referred to them. He further commented that this committee has never been utilized, but could be reporting to the council whether or not actions previously taken have been carried out. Councilman Bailey nominated Matt Jordan and Councilman Salyer nominated Greg Bailey. Councilman Boardwine moved to approve Matt Jordan and Greg Bailey to serve on the Reporting Committee. The motion was seconded by Councilman Salyer. Councilman Sawyers said he may want to add citizens at a later date.

Moving on to other committees appointed by the council that are not required by ordinance, the floor was opened for nominations to the Recreation Committee. Councilman Sawyers nominated Matt Jordan. Councilman Bailey nominated Tim Boardwine. There being no other nominations, Councilman Sawyers made a motion to appoint Matt Jordan and Tim Boardwine to the Recreation Committee. The motion was seconded by Councilman Salyer and passed unanimously.

Mayor Holbrook opened nominations for the Downtown Revitalization Committee. Councilman Salyer nominated all of those currently serving; Kyle Fletcher, Doris Fletcher, Juanita Kelly, Suzy Harrison, Kathy Stewart, and Lou Wallace. There being no other nominations, Councilman Sawyers made a motion to leave the Downtown Revitalization Committee as it is. The motion was seconded by Councilman Jordan and passed unanimously.

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Councilman Salyer nominated all current members of the Sewer Management Committee with the exception of Randy Beckner. He nominated Chris Mullins of the Lane Group to replace Randy Beckner. There being no other nominations, a motion was made by Councilman Sawyers to appoint Kyle Fletcher, Earl Carter, John Hicks, Tim Boardwine, and Chris Mullins as the Sewer Management Committee. The motion was seconded by Councilman Boardwine and unanimously approved.

Opening the floor for nominations to the Beautification Committee, Mayor Holbrook advised that Harry Kelly, Juanita Kelly, and Doris Fletcher have asked to be removed from this committee and that would leave Lou Wallace and Gloria Meade. Councilman Salyer nominated Suzy Harrison and Kathy Stewart to be added. Councilman Boardwine nominated Monty Salyer. A motion was made by Councilman Jordan to appoint Lou Wallace, Gloria Meade, Suzy Harrison, Kathy Stewart, and Monty Salyer to the Beautification Committee. The motion was seconded by Councilman Sawyers and passed unanimously.

The Policy Committee is currently Monty Salyer, Ken Holbrook, Earl Carter, Jonathan Johnson, and Debbie Baca. Mayor Holbrook asked for nominations to the Policy Committee. Councilman Boardwine nominated all current members. There being no other nominations, a motion was made by Councilman Sawyers, seconded by Councilman Boardwine, to reappoint all current members of the Policy Committee. The motion carried unanimously.

Mayor Holbrook informed the Council that Connie Kessinger was removed as a Farmer’s Market Manager because she has moved out of town. The floor was opened for nominations. Councilman Salyer nominated Suzy Harrison, Bob Harrison, and Harry Kelly to be added. There being no other nominations, a motion was made by Councilman Salyer to appoint Juanita Kelly, Doris Fletcher, Suzy Harrison, Bob Harrison, and Harry Kelly as Farmer’s Market Managers. The motion was seconded by Councilman Boardwine. Ms. Baca pointed out that these appointments are for the actual managers of the Farmer’s Market, not a committee. Following discussion, Councilman Salyer rescinded his motion and asked to leave the Farmer’s Market Managers as Juanita Kelly and Doris Fletcher. A motion was made by Councilman Sawyers, seconded by Councilman Salyer, to appoint Juanita Kelly and Doris Fletcher as the Farmer’s Market Managers. The motion was unanimously approved.

Mayor Holbrook read the names of the current members of the Lyric Restoration Committee. Since this was an ad hoc committee originally appointed by Main Street Manager Kathy Stewart, Mayor Holbrook deferred to Kathy for any names to be removed or added. She asked that Larry McReynolds and D. J. Sabo be removed and Georgianna Morrison be added. Mayor Holbrook opened the floor for nominations of any additional people to serve on this committee. Hearing none, nominations were closed and a motion was made by Councilman Boardwine, seconded by Councilman Sawyers, to reappoint Kathy Stewart, Kenneth Holbrook, Suzy Harrison, Lou Wallace, Bill Wallace, Barbara Trent, Ben Mays, Jody Evans, Bob Harrison, Debbie Baca, to

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remove Larry McReynolds and D. J. Sabo, and appoint Georgianna Morrison to serve on the Lyric Restoration Committee. The motion passed unanimously.

Mayor Holbrook opened discussion to consider the Consent Agenda. Councilman Salyer offered a motion to continue with having a Consent Agenda, but not require department heads to be present. Their reports are in the council packets and if council members have a question, they can contact department heads, filter questions through the Clerk, or request attendance if needed. The motion was seconded by Councilman Bailey and passed unanimously. Mayor Holbrook stated that the Consent Agenda will include reports from the Police Department, Treasurer, Water/Sewer & Street, Main Street, and Marketing.

Next, Mayor Holbrook suggested if council members or department heads have items to be placed on the agenda, they should get those to the Clerk on the Tuesday or Wednesday the week before the meeting. This allows more time to get the agenda completed. Ms. Baca said she tries to get the council packets out on Thursday prior to the week of the meeting. A motion was made by Councilman Sawyers, seconded by Councilman Boardwine, that all agenda items be submitted to the Town Clerk by Tuesday the week prior to the council meeting. Councilman Salyer noted that items could still be added at the meeting prior to approving the agenda as long as there are no objections. The motion carried unanimously.

Under general discussion about policy and procedure going forward, Councilman Salyer said that over the years serving on the council he has had the role of liaison between St. Paul Tomorrow and the Town Council but didn’t know if that was actually an appointment. All agreed that St. Paul Tomorrow chose Councilman Salyer to serve as their liaison. Mayor Holbrook said he would like to call the Policy Committee together prior to the next council meeting to establish a COVID Policy for employees. Councilman Salyer asked council members to share information if they know of any government agency that has created such a policy.

There being no further business to discuss, a motion was made by Councilman Sawyers, seconded by Councilman Jordan, to adjourn. The motion carried unanimously and Mayor Holbrook adjourned the meeting.

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Mayor

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Town Clerk