

**TOWN OF WEDDINGTON
SPECIAL TOWN COUNCIL MEETING
MAY 10, 2021 6:00 P.M.
WEDDINGTON TOWN HALL
AGENDA**

1. Call to Order
2. Determination of Quorum
3. Adoption of Agenda
4. Presentation from Heather James, NCLM
5. Adjournment

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MINUTES
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1. Call to Order

Mayor Callis called the Special Meeting to order at 6:00 p.m.

2. Determination of Quorum

Quorum was determined with all Councilmembers present: Mayor Elizabeth Callis, Mayor Pro Tem Janice Propst, Councilmembers Mike Smith, Anne Pruitt, and Jeff Perryman

Staff: Town Clerk/Interim Administrator Karen Dewey, Town Attorney Jennifer Nancarrow

Visitors: Heather James, Harold Owen

3. Adoption of Agenda

Motion: Mayor Pro Tem Propst made a motion to adopt the agenda as presented.

Vote: The motion passed with a unanimous vote.

4. Presentation from Heather James, NCLM

Ms. James gave a presentation on filling the vacant Town Administrator/Planner position.

- Check the Town Charter to be in synch with job duties.
- Be flexible.
- Post job in various places.
- Accept resumes in paper or electronically and acknowledge receipt of resumes.
- Meet in closed session pursuant to 143-318.11(6) to screen applicants.
- Consider supplemental questions for applicants with a time window to respond.
- Meet in closed session to move forward with the top (3) candidates. Compare notes and come to consensus.
- Interview can be in person, phone, or virtual.
- Notify applicant of interview type. Give resources (budget, charter, organizational structure), an agenda for the day.
- Town should consider travel expenses.
- The group interview should be planned and organized.
- Run all background checks on the final candidate.

5. Adjournment

Motion: Councilmember Perryman made a motion to adjourn the May 10
Town Council Special Meeting at 6:59 p.m.

Vote: The motion passed with a unanimous vote.

Approved: June 14, 2021

Karen Dewey
Karen Dewey, Town Clerk

Elizabeth Callis
Elizabeth Callis, Mayor