

**WISE TOWN COUNCIL SPECIAL-CALLED MEETING
THURSDAY, SEPTEMBER 30, 2021; 7:00 P.M.
WISE MUNICIPAL BUILDING COUNCIL CHAMBERS
501 WEST MAIN STREET - WISE, VIRGINIA 24293**

MINUTES

MEMBERS PRESENT:

Teresa Adkins, Mayor
Ben Conway
Jeffery Dotson
Caynor Smith, Jr.

MEMBERS ABSENT:

Laura Taylor-Baugh

PUBLIC EXPRESSION:

There being no one from the public audience wishing to comment, Mayor Adkins closed public expression.

AUTHORIZATION FOR TRANSFER OF FUNDS TO ESTABLISH A RECREATION SPECIALIST AND COMMUNITY EVENTS COORDINATOR POSITIONS:

Beverly Owens, Town Manager explained that at their September meeting, Council voted to establish two new positions, a Recreation Specialist and a Community Event Coordinator. She added that she was tasked with developing funding for both positions. Owens stated that Council had already established the Community Event Coordinator position on the pay scale. To fund the wages and benefits expense needed for the remaining months of the current fiscal year for the Recreation Specialist position, she recommended transferring \$39,600 of excess funds in the General Fund "Termination Expense" line item. She added that if Council was agreeable to the transfer, the positions could be advertised and interviewing could begin. Councilman Smith questioned the need of advertisement for the positions. Town Attorney Leonard Rogers explained that the positions would require advertisement, acceptance of applications, and interviewing to be in compliance with all types of federal and state labor laws. Smith posed the question to Rogers that if Beverly Owens retired as Town Manager could Council not promote Laura Roberts as Town Manager without advertisement. Rogers confirmed that the position would be required to be advertised. Following the discussion, Councilman Caynor Smith made a motion that Council establish a Community Event Coordinator position and transfer \$39,600 from the "General Fund - Termination Expense" line item to fund wages and benefits. Councilman Jeff Dotson seconded the motion, which required a roll call vote:

Teresa Adkins, Mayor	"Aye"
Ben Conway	"Aye"
Jeffery Dotson	"Aye"
Caynor Smith, Jr.	"Aye"

Beverly Owens stated that she understood Council's intent for the Recreation Specialist to be an "exempt position" meaning the position would not be eligible for overtime. She continued explaining that in order to be "exempt" under Department of Labor regulations certain criteria needed to be met, such as developing a job description and a salary and pay structure that would meet all of their compliance tests. Owens stated that the wage required to meet the criteria started at \$17.10, which was not reflected on the Town's current pay plan. She provided the following options for Council: 1) to leave the pay rate at \$16 per hour as established by Council (by motion)

during the September meeting, with the understanding that overtime would be paid; 2) add a new grade and step on the proposed pay plan at the DOL required \$17.10 and the position would be “exempt” from overtime; or 3) establish the position on the Town’s current pay plan at \$17.49, which would also allow the position to be exempt from overtime. Owens confirmed that if Council voted to incorporate the position on the town’s current pay plan at \$17.49 per hour, if and when the new proposed pay plan was adopted, the position would stay at that established rate. She also noted that a transfer of excess funds from the “IT Services and Contract Services” line items was required, regardless of the option chosen. Councilman Caynor Smith made a motion that Council transfer funds from the “Information Technology (IT) Services and Contract Services” line items and advertise the position of “Recreation Specialist” at the beginning pay rate of \$17.49 per hour. Ben Conway seconded the motion. The vote was recorded by roll call:


Teresa Adkins, Mayor	“Aye”
Ben Conway	“Aye”
Jeffery Dotson	“Aye”
Caynor Smith, Jr.	“Aye”

STAFF/MANAGER COMMENTS:

Beverly Owens stated that she had drafted the Recreation Specialist job description and both Leonard Rogers and Doug Bates had reviewed and approved it. She added that the advertisement would run for a period of two weeks. Mayor Adkins requested that Owens provide Council a copy of the job description.

ADJOURNMENT:

There being no additional business to come before the Wise Town Council, Jeff Dotson made a motion to adjourn the meeting. Caynor Smith, Jr. seconded the motion that carried 4-0.


Teresa Adkins, Mayor


Robin R. Meade, Clerk of Council