

**Minutes of City Council
Special Session
Organizational Meeting
June 25, 2019**

PRESENT: Mayor John Manchester, Recorder Shannon Beatty, Councilmembers: Heather Blake, Mark Etten, Joseph Lutz, and Beverly White

VISITORS: Councilmembers elect, Sarah Elkins, Edward Johns and Arron Seams; Police Chief Tuebert, Fire Chief Thomas, Assistant City Manager Misty Hill, City Manager Jacy Faulkner, Donna Johns, Sandra Wilmer, Rosalyn Lee, Phyllis Johnson, Victoria Roane, Judge Jennifer Dent, Alex Pryor, Barry Johnson, Larry & Loretta Heffner; Cindy Bowe, Susie Nalker, Kayla McCloy, Savannah Mae, Dexter Taylor, Emil Stalis, Janet Zarko, Elizabeth Keys, Jerry and Susan Seams, Chris Johnson, Bobby Bordelon, Max Hammer and Haley Brown.

CALL TO ORDER:

Mayor John Manchester called the meeting to order at 7:00 p.m.

Administer Oaths of Office to take effect July 1, 2019

The Honorable Judge Jennifer Dent administered oaths of office for Mayor Beverly White and Councilmembers Sarah Elkins, Edward Johns and Arron Seams.

ADOPTION, READOPTION OR AMENDMENT OF RULES GOVERNING THE OFFICIAL CONDUCT OF COUNCIL AND RULES GOVERNING THE TRANSACTIONS OF COUNCIL BUSINESS:

1. Robert's Rules of Order will be followed.
2. Mayor affirmed this Council's commitment to open meetings following the West Virginia Open Governmental Proceedings Act.
3. Mayor White's role at Council meetings would be to administer the meetings, and she shall be a voting member of City Council.
4. Council agreed to continue to offer an invocation, but would strive to be open and inclusive of all faiths. Recorder Beatty will lead the invocation unless a special guest has been invited to do so.
5. Council agreed to continue to recite the U.S. Pledge of Allegiance. Council member Arron Seams shall lead the pledge of allegiance.
6. Committee Chairs or their designee will give committee reports at the Council meetings.
7. Visitors may sign up before the Council meeting begins to speak at the Council meeting, but limited to ten minutes if not on the agenda. Speakers may defer their comments until the item is discussed on the regular agenda.
8. Council agreed to hold Finance Committee meetings at 7:00 p.m. on the Tuesday preceding the Council meeting in the Paul R. Cooley Council Chamber. Council agreed to hold the Public Works Committee meetings at 5:00 p.m. on the Tuesday preceding the Council meeting in the Paul R. Cooley Council Chamber. City Council meetings will be held on the third Tuesday of the month at 7:30 p.m. A time and date for Public Safety Committee meetings will be announced as needed. Notices of regularly scheduled meetings will be posted on the front of City Hall.
9. The meeting focus will include full discussion of issues in a courteous, professional, and business-like manner with the encouragement of active discussion.

10. The administration and Council may invite the City Attorney to attend a Council meeting by using his or her best judgment in the use of public funds to pay for the attorney's presence.
11. Councilmembers wish to continue to receive as much information as possible through e-mail. No decision-making will occur through email.
12. Council will continue to be paid quarterly.

Councilmember Etten made a motion to approve the adoption of rules governing the official conduct of Council and rules governing the transactions of council business. Councilmember Lutz seconded the motion. With all in favor the motion carried.

APPOINTMENT OF CITY OFFICERS: Mayor White offered the nominations for the following list of appointments for City Officers:

Chief of Police	Chris Teubert
Municipal Court Judge	Tom W. White
Asst. Municipal Court Judge	Kelly Gwinn
Municipal Court Clerk	Kelly Gwinn
Fire Chief	Joseph Thomas
City Attorney	Thomas W. White
Treasurer	Susan Honaker
City Clerk (Presently Elected City Recorder)	Shannon Beatty
City Manager	Jacy Faulkner
Director of Public Works	Roger Pence

Councilmember Lutz made a motion to approve the appointment of city officers as presented. Councilmember Seams seconded the motion. With all in favor the motion carried.

APPOINTMENT TO COUNCIL COMMITTEES: Mayor White made the following Council Committee appointments:

Finance:	Public Safety:	Public Works:
Chair- Etten	Chair-Councilmember Johns	Chair-Councilmember Blake
All Council members	Councilmember Etten	Councilmember Seams
Treasurer Honaker	Roger Pence, Staff Liaison	Roger Pence
City Manager Faulkner	Mayor White	Councilmember Johns
Mayor White	Joseph Thomas	
	Chris Teubert	

Councilmember Blake made a motion to approve the appointment to Council Committees. Councilmember Etten seconded the motion. With all in favor the motion carried.

CITY COUNCIL AND ADMINISTRATIVE APPOINTMENTS TO COMMISSIONS:

Mayor White made the following City Council and Administrative appointments to Commissions:

Council Rep. to the Planning Commission	Mark Etten
Administrative Rep. to the Planning Commission	Jacy Faulkner
Council Rep. to the Parks Commission	Sarah Elkins

Councilmember Seams made a motion to approve the City Council and Administrative appointments to commission. Councilmember Etten seconded the motion. With all in favor the motion carried.

ADJOURNMENT:

Councilmember Lutz made a motion to adjourn the meeting at 7:13 Councilmember Etten seconded the motion. With all in favor the motion carried.

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Beverly White, Mayor

Shannon Beatty, City Recorder