

**Minutes of City Council
Special Session
Organizational Meeting
July 15, 2025
6:00 p.m.**

PRESENT: Mayor White, City Manager Misty Hill; City Councilmembers Sarah Elkins, Franklin Johnson, John Little, Arron Seams and Valerie Pritt; Treasurer Susan Honaker.

CALL TO ORDER: Mayor White called the meeting to order at 6:15 p.m.

**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. Mayor White 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 Pritt 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 begin to speak at the Council meeting but limited to three 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. City Council meetings will be held on the third Tuesday of the month at 7:00 p.m. The 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 Little made a motion, seconded by Councilmember Johnson, to approve the adoption of rules governing the official conduct of Council and rules governing the transactions of council business. No further discussion. With all in favor 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	Thomas 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	Crystal Ratliff
City Manager	Misty Hill
Director of Public Works	Tony Legg

Councilmember Little made a motion, seconded by Councilmember Johnson, to approve the appointment of city officers as presented. No further discussion. With all in favor motion carried.

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

Finance:	Public Safety:
Chair- Seams	Chair-Councilmember Seams
All Council members	Councilmember Johnson
Treasurer Honaker	Tony Legg, Public Works Director
City Manager Hill	Mayor White
Mayor White	Chief Joseph Thomas
	Chief Chris Teubert
	Misty Hill, City Manager

Councilmember Elkins made a motion, seconded by Councilmember Johnson to approve the appointment to Council Committees. No further discussion. With all in favor 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	John Little
Administrative Rep. to the Planning Commission	Misty Hill
Council Rep. to the Parks Commission	Sarah Elkins

Councilmember Elkins made a motion, seconded by Councilmember Johnson, to approve the City Council and Administrative appointments to commission. No further discussion. With all in favor motion carried.

ADJOURNMENT:

Councilmember Little made a motion, seconded by Councilmember Elkins, to adjourn the meeting at 6:25 p.m. No further discussion. With all in favor motion carried.

Beverly White, Mayor

Crystal Ratliff, City Clerk