

**TOWN OF FOUR OAKS
SPECIAL MEETING
APRIL 8, 2024
MINUTES**

Call to Order

Mayor Vic Medlin called the April 8, 2024 special called Town Council meeting to order at 6:30 p.m. Those present included Commissioners Mike Hines, Kim Robertson, Michael Bradley, & Tony Capps. Also, present were Deputy Clerk Rhonda Lee recording minutes; Public Works Director Barry Stanley and Police Chief Stephen Anderson. Patricia Chisholm-Jones was also in attendance.

Invocation and Pledge of Allegiance

Mayor Vic Medlin gave the opening Invocation with Barry Stanley leading the Pledge of Allegiance.

New Business

Discuss administrative personnel staffing.

Commissioner Hines led the discussion. The organizational chart and department heads were reviewed. Commissioner Hines brought before the board revised job descriptions for a Human Resource/Finance Officer as well as Town Clerk positions. The Board had a lengthy discussion on job duties, who would report to who and the need for a Town Administrator. Salary for Human Recourse/Finance Officer was discussed as somewhere in the range of \$50,000-\$62,000 with some room for adjustment as needed.

Commissioner Capps commented that he was not in line with the job descriptions that Commissioner Hines revised and that he didn't feel that the Board of Commissioners were all on the same page.

Commissioner Robertson commented that she had concerns about the revised job descriptions as well. She also had concerns about the organizational chart and putting too much responsibility on the Town Clerk.

Commissioner Bradley commented that he thought the Board of Commissioners were all in line with the ultimate goal to eventually hire a Town Administrator and that he was in favor of this when the time was right. He also stated that he felt that a new hire for Human Resource and Finance should not be a department head and having all staff report to them.

Motion to approve

Commissioner Hines made a motion to promote Rhonda Lee to Town Clerk under the revised job description that was passed out at the meeting with a salary increase to \$53,000 and a 10% increase after Town Clerk classes were completed. Commissioner Bradley seconded the motion.

Commissioner Robertson asked to speak prior to vote and stated she recommends promotion of Rhonda Lee with salary increase but should be under the same job description of former Town Clerk, Martha Garris.

Commissioner Hines made a motion to amend his motion to promote Rhonda Lee to Town Clerk under the current job description of Town Clerk with a salary increase to \$53,000 and a 10% increase after Town Clerk classes were completed. Commissioner Bradley seconded the motion.

Motion passed Unanimously

- Favor – Commissioners Bradley, Hines, Robertson & Capps
- Opposed – 0

Commissioner Hines made a motion to post the Human Resource/ Finance Officer position from the revised job description that was handed out at the meeting. Commissioner Bradley seconded the motion.

Motion passed 3 in favor and 2 opposed.

- Favor – Commissioners Hines, & Bradley
- Opposed – Commissioners Robertson & Capps
- Mayor Medlin was the deciding vote

Mayor Medlin added that any job descriptions could be changed as needed.

Adjournment

With no further business brought before the Town Council, motion to adjourn at 7:00 p.m. was made by Mayor Medlin, second by Commissioner Bradley, voting unanimous.

ATTEST:

Vic Medlin, Mayor

Rhonda Lee
Deputy Town Clerk

