



**Town of
GRANITE QUARRY**
TOWN OF GRANITE QUARRY
TOWN COUNCIL
SPECIAL MEETING
MINUTES
Monday, June 10, 2024, 5:00 p.m.

Present: Mayor Brittany Barnhardt, Mayor Pro Tem Doug Shelton, Council Member John Linker, Council Member Laurie Mack, Council Member Rich Luhrs

Staff: Interim Town Manager/Fire Chief/Public Works Director Jason Hord, Town Clerk Aubrey Smith

Call to Order: Mayor Barnhardt called the meeting to order at 4:57 p.m.

1. Discussion

Centralina Town Manager Search Process

Centralina representatives Kelly Weston and Michelle Nance discussed elements of the Town Manager Hiring process with the Council including the draft job description/brochure, salary range, and other process-related items. They shared a PowerPoint presentation that will be included in the official minutes book.

The group reviewed the presentation and provided feedback on the areas Centralina requested input including what would make the process successful and the roles and responsibilities of both the Town Council and Centralina. The job opening will be posted for one month from June 17th to July 15th. The Council will then have a meeting with Centralina joining virtually on Monday, July 22, 2024 at 10:00 a.m. to review applications and discuss which candidates will be interviewed. Virtual first interviews with the candidates will be an option. Potential dates for interviews were discussed. The Council members will share their availability with Clerk Smith who will coordinate with Centralina.

The group discussed the desired salary range and came to a consensus on \$95,000 to \$115,000. The group also discussed whether a residency requirement would be in place. The requirement will be revisited after reviewing candidates.

The next steps include selecting dates for interviews and Centralina completing the brochure and advertising the opening. Centralina will provide a memo to update the Council on progress for the regular meeting in July.

Adjourn

ACTION: Mayor Pro Tem Shelton made a motion to adjourn. Council Member Luhrs seconded the motion. The motion passed 4-0. The meeting ended at 6:01 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk