



# Town of HOLLY RIDGE

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**HOLLY RIDGE TOWN COUNCIL  
SPECIAL MEETING  
TO CONSIDER THE QUALIFICATIONS OF CANDIDATES FOR THE POSITION  
OF TOWN MANAGER PER GENERAL STATUE 143-318.11 (a) (6)  
JANUARY 16<sup>TH</sup>, 2018  
5:00 P.M.**

Mayor Dinger called the Special Meeting of the Holly Ridge Town Council to order at 5:05 p.m. at the Holly Ridge Town Hall. Council members present were Councilman Hines; Councilwoman Bragg; Councilwoman Collins; Councilwoman Hall; and Mayor Pro-Tem Stanley. Also present were Interim Town Manager Billy Farmer and Town Clerk Heather Reynolds.

**Invocation and Pledge**

Councilman Hines gave the Invocation and Mayor Dinger led the Pledge of Allegiance.

**Adoption of Agenda**

A motion was made by *Councilwoman Bragg* and seconded by *Councilwoman Collins* to adopt the Agenda as presented. *All Agreed.*

**Persons Wishing to Address the Council**

There were none.

Mayor Dinger stated before the last meeting was closed, the Town Council came up with a list of items of what everyone expects from the new Town Manager. She said there was a brief workshop of what everyone will be looking for so when the interviews were being conducted they could compare the list to what they said. She said before this meeting she wants a little workshop to go over the follow up questions that have been submitted by a couple of Town Council members.

Councilwoman Collins said she wants to see how they problem solve and how they interact.

Councilwoman Hall said it takes longer for someone to answer a question and give a specific example and so you have to let them do that. She said you have to give them a few moments and let them think for a minute and answer these kinds of questions and what you get out of that is what is the example and how did they problem solve that. She said if they cannot come up with an example does not mean they have never had one, it just means they are not going to do a very good interview. She said that is one reason why she wanted to see the questions prior is to give them an opportunity.

Mayor Dingler asked the Town Council out of the questions they have are there certain ones they want to ask.

Mayor Pro-Tem Stanley said one of the questions she would ask is at what point you would include the Town Council to let them know of problems you might be having with an employee. She said the Town Council could possibly help with a solution so the manager might not have to get rid of a good employee.

Councilwoman Collins said this is a direct responsibility of the manager. She said the Town Council has nothing to do with hiring or firing of employees. She said she did not think this was an appropriate conversation to have with the Town Council. She said this is the manager's decision to make.

Councilwoman Bragg said the manager might need to let the Town Council know because there may be a lawsuit coming and the Town Council would need to know this type of information.

Mayor Dingler said she changed the word involved to at what point would you notify the Town Council with employee issues. She said this is one of the questions that will be asked.

Councilwoman Collins stated she likes Councilwoman Hall's question, can you give an example of where you were giving third party information that could have resulted in a negative action, what part you played in the resolution. She said this is asking when you received information, how was it disseminated and how did you decide what you were going to do with the information.

Councilwoman Collins stated she thinks four questions would be enough to ask.

Councilman Hines stated he would like to ask what is their present salary and what salary would they come to the Town for?

Councilwoman Bragg stated so the question could be what the minimum salary that you would consider would be.

Councilwoman Collins stated she would like to ask about balancing their responsibility to the Town Council and the employees because primarily they are the employee's gateway to the Town Council. She said the first question is the one she would like to ask.

Mayor Dingler stated here are the questions we have so far:

Your staff member has an excellent performance record however; they have recently experienced three major setbacks due to factors beyond their control. Their performance and moral have drastically dropped and the Town Council is concerned. To address this you would; and they will give an example.

Please give an example where a request from a citizen sent you researching and resolving an issue. What was the part you played in the resolution?

Can you give a specific example of where you were giving third party information that could have resulted in a negative action? What part did you play in the resolution?

At what point would you notify Town Council with employee issues?

Councilman Hines stated it could be how they did on the last interview they might change some things that they said the first time. He said he would like to see if there are any improvements on what they did, or is it the same thing.

Councilwoman Hall said we posted a job and we had a salary range. She said you could say I am sure you saw the posting and you saw the salary range. Can you tell me what your current salary is and what your required salary would be coming into this position?

### Closed Session

A motion was made by **Councilman Hines** and seconded by **Mayor Pro-Tem Stanley** to go into Closed Session to consider the Qualifications of Candidates for the Position of Town Manager per General Statute 143-318.11 (a) (6) **All Agreed.**

Mayor Dingler stated the Town Council went back into Regular Session at 8:00 p.m.

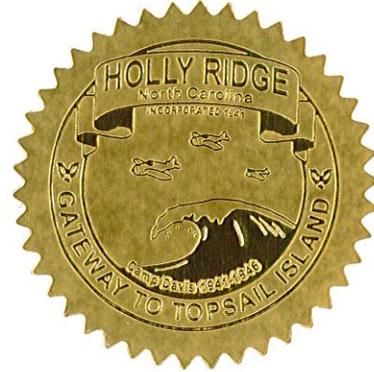
Mayor Dingler stated an offer was extended to a candidate and it was accepted pending a formal acceptance letter. The Town Council has directed the Mayor on how to proceed.

Councilman Hines stated in executive session we made an agreement in open session, do we not need to finalize that. Town Clerk, Heather Reynolds said yes we do need to finalize the decision. She said we need a motion to take a vote on the candidate.

A motion was made by **Councilwoman Collins** and seconded by **Councilwoman Hall** to extend and offer to candidate Carin Faulkner with a beginning salary of \$70,000.00 per year, with an evaluation in six months and a contingent increase based on the review. **All Agreed.**

A motion was made by *Councilman Hines* and seconded by *Councilwoman Bragg* to adjourn at 8:07 p.m. *All Agreed.*

*Attest*



*Anita Dinger*  
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*Anita Dinger, Mayor*

*Heather Reynolds*  
\_\_\_\_\_  
*Heather Reynolds, CMC, Town Clerk*

*These minutes were recorded and prepared by Town Clerk, Heather Reynolds.*