

**DAYTON TOWN COUNCIL
SPECIAL CALLED MEETING MINUTES
COUNCIL CHAMBERS, DAYTON TOWN HALL**

June 5, 2023

4:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Cary Jackson, Vice Mayor Bradford Dyjak, Susan Mathias, Bob Wolz, and Emily Estes.

COUNCIL MEMBERS ABSENT: Robert Seward and Melody Pannell.

ALSO PRESENT: Jordan Bowman, Town Attorney; Christa Hall, Deputy Clerk of Council; and Police Chief Justin Trout. Representing the Berkley Group: Executive Manager Frank Principi, Jennifer Whistleman and Kimball Payne.

CALL TO ORDER: Mayor Jackson called the meeting to order at 4:00 p.m. Mayor Jackson asked Deputy Clerk of Council Hall to take the roll, followed by the invocation and the pledge of allegiance.

WELCOME & INTROCUCTIONS: Introductions commenced for the Town Council and the Berkeley Group.

OVERVIEW OF RECRUITMENT: MAJOR MILESTONES & TIMELINE: Frank Principi with the Berkley Group reviewed the overview of the recruitment process and the timeline, highlighting major milestones with the Town Council. Discussion ensued about the timeline and perhaps trying to shorten the date of the approval of the employment agreement. The Berkley Group discussed the role that the Council will play during the process with in-person meetings planned for August and September.

GUIDANCE ON EXECUTIVE RECRUITMENT PROCESS: Frank Principi stressed that the candidates will also be interviewing the Town and doing their research on the Council and how they conduct meetings. He also stressed that the Council should reassure the Town employees that they are appreciated and that the Council is focused on selecting the best possible leader for their team. He stressed the importance of confidentiality and respect for potential candidates during this process. He stated that the Town Attorney will be helpful with this process also. He encouraged the Council to select a single spokesperson to speak on behalf of the Town and the Council. It is important to have one official source to speak. It is recommended that it not be a Council person, but instead be a staff member. It was suggested that Earl Mathers, Interim Town Manager, have this responsibility. When announcements need to be made, the Berkley Group will provide the Town with a press release.

They can provide a weekly status report of the process. It was expressed and agreed to, that the Council wished to be informed equally at the same time on all matters and communications from the Berkley Group. The contact with the Berkley Group will be Frank Principi. All reference and

background information checks will be performed by the Berkley Group. Frank Principi encouraged the Council to come to a unanimous public vote at the time of the final selection of the next Town Manager.

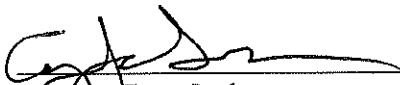
DEVELOPMENT OF RECRUITMENT PROCESS: Discussion ensued about the development of the recruitment process and how the document used in 2019 would be revised and updated to use for this process. Jennifer Whistleman took the lead in this part of the discussion. She asked Council to consider why they live in Dayton and asked them to highlight some of those things. It was stated that approximately 53% of the residents of Dayton were born in Virginia. It is rich in history, and family oriented. It has the only adult handicap swing in the area. It is unique that we are debt free. It was suggested that the graphics of the new wayfinding signs be incorporated into the profile. They discussed using the Comp Plan and the CIP to direct areas of focus for the new Town Manager and to highlight some of the challenges, issues and opportunities expected. They discussed the qualifications, education and experience and decided to keep these the same as before. It was requested that the Berkley Group conduct research to find out why they left previous employment and ensure full disclosure of any details.

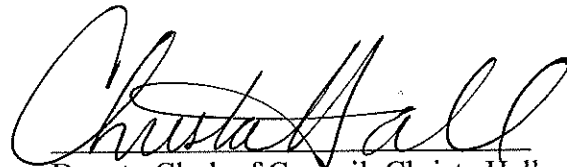
The Council highlighted the experience they wished to have in a Town Manager, experience in economic development and business development but also focusing on community development. They want someone who will foster relationships between downtown businesses and be able to assist with the Downtown Revitalization process coming. The Council discussed their desired leadership styles, stating they would like to have an effective communicator internally and externally. They do not want a micro manager. They want someone who will be encouraging & supportive of staff with a strong support for professional development and collaborative consensus building. The Council would like the Town Manager to provide weekly status reports to the Council to allow them to be kept up to date and informed on daily operations. They would prefer that the Town Manager live in Dayton, but if not, they would like them to be within a 30-minute response time to Dayton. The Council stated that it is important that the Town Manager attend all Town events and be the “Face of Dayton”. An employment application will be required. Travel expenses for candidates will be paid for by the Town and will be billed to the Town directly. A physical and drug test will be required prior to hiring. An emotional assessment may be used if necessary. An employment agreement will be entered into, and the Town attorney will be involved in that process. Jordan Bowman, Town Attorney, will also be copied on all communications from the Berkley Group. Christa Hall will be the contact for any logistical coordination that the Berkley Group may need. Councilwoman Estes asked that the Department heads have input in the selection process. The Berkley Group suggests that is not necessary, saying there is rarely anything extra heard from the outside community or employees, and it typically slows the process down. Draft of the employment recruitment profiles may be shared with employees if Council desires. Bringing in finalists to meet with department heads could potentially add value at the end of the process and may be beneficial. Finally, the Berkley Group asked about a salary range and benefits package. The current range is \$81,550-\$129,835, but there was not a consensus of Council to agree to that range and that will be further discussed at the regular June Council meeting. The Berkley Group stated that this process was about finding the best fit for Dayton and we want to ensure that we get it right and do not have to repeat this process.

IMMEDIATE NEXT STEPS AND CLOSING REMARKS: Berkley Group requested several Town documents. The Council will determine an appropriate person to name as a Point of Contact and an appropriate salary range. The Berkley Group will revise the recruitment profile and begin the recruitment process.

ADJOURNMENT: With there being no further business to come before the Council, Councilperson Estes made a motion to adjourn, and Councilperson Wolz seconded the motion; motion passed unanimously. The meeting was adjourned at 5:55 p.m.

Respectfully Submitted,


Mayer, Cary Jackson


Deputy Clerk of Council, Christa Hall