Closed Session Summary
To be included in the minutes in the next Open Meeting

1. **Statement of the time, place, and purpose of the closed session:**
    a. Time of closed session: August 8, 2022 at 6:00 PM
    b. Place (location) of closed session: Vote to Close (live on Facebook): Mayor and Council Chambers; Meeting: Conference Room
    c. Purpose of the closed session: Administrative vacancies
    d. Date and time that we will return to public meeting: August 8, 2022 at 7:00 PM
2. **Record of the vote of each member as to closing the session:**
    a. Motion to close meeting made by: Orris
    b. Seconded by: Knerr
    c. Members voting in favor: Burrell, Nichols
    d. Members opposed: none
    e. Members abstaining: none
    f. Members absent: Purnell
3. **Statutory authority to close session:**
    a. This meeting was closed under the following provisions of General Provisions Article § 3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

4. **Listing of each topic actually discussed, persons present, and each action taken in the session:**

Topic description	Persons present for discussion	Action taken/each recorded vote
Administration Vacancies	Z. Tyndall, D. Burrell, J. Knerr, S. Nichols; J. Orris M. Bohlen (for parts of meeting), K. Jensen, D. Gaskill	Motion: Burrell/Knerr; approval 3-1 with Councilmembers Orris opposed; Purnell absent to appoint Town Administrator per Mayor Tyndall's recommendation; discussion of employment agreement and consensus regarding terms; discussion of job description and financial impact of Mayor's Assistant/Public Information Official position

This statement was made by: Mayor Zack Tyndall, presiding officer
List members who have received open meetings training (at least one member must be in attendance during closed session): Mayor Zack Tyndall, Councilmember Jack Orris, Acting Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, and Town Attorney David Gaskill.