TOWN OF CHILHOWIE

Mayor: Gary L. Heninger

Council: Billy L. Clear
Shannon Donnelly
J. Brent Foster
Bob Jeter
Julie Sturgill
P.J. Wolfe

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Town Manager: Brian Martin
Clerk/Treasurer: Felicia Eller
Police Chief: Andrew K. Moss
Director Public Works: Tyler Keen
Fire/EMS Chief: C. David Haynes
Building Official: C. David Haynes
Wastewater Operations: Luke A. Lowe
Water Operations: Don Cole, II
Special Events/Recreation: Stephen Fields
Building, Street & Grounds: Christopher Johnson
Legal: Cassell & Crewe, P.C.

AGENDA

TOWN OF CHILHOWIE COUNCIL MEETING

December 11, 2025

7:00 P.M.

1. **INVOCATION – Jonah Havens, Chilhowie Christian Church**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**

4. **Appointment of Presiding Official**

5. **SPECIAL PRESENTATIOIN –** Mr. Rocky Baker, Community in Schools for the Appalachian Highlands

6. **APPROVAL OF MINUTES**
   Regular November 13, 2025, Council Meeting Minutes

7. **CITIZEN TIME**

8. **OLD BUSINESS**

   A. Update on Removal or Repair of Identifies Unsafe (Burned Out) Structures – Fire/EMS Chief & Town Manager

   B. Update on Sewer Infiltration and Inflow Project Approval of Pay Request Number 14 - Town Manager (See Manager's Report and Attachment)

C. Update on Hurricane Recovery, Approval of Pay Request #2 – Town Manager & Clerk Treasurer (See Attachment)

D. Discussion of Surveillance of Town Hall and Recreation Parks – Town Manager

E. Rescheduling of the Finance and Personnel Committee – Clerk Treasurer

9. NEW BUSINESS

A. Rededication of Chilhowie Dog Park – Chief Moss

B. Approval of Food City Gift Cards – Clerk Treasurer

C. Request for Approval for Additional Four Hour Holiday for Staff – Town Manager

D. Discussion of Department of Conversation and Recreation Storm Water Mitigation Grant Application – Town Manager (See Manager's Report)

E. Annual Insurance Coverage Review – Town Manager & Clerk Treasurer

10. COMMITTEE REPORTS

A. None.

11. DEPARTMENT REPORTS

A. Town Manager – Brian Martin
B. Clerk-Treasurer – Felicia Eller
C. Fire/EMS Chief – David Haynes
D. Building Official – David Haynes
E. Police Chief – Andrew Moss
F. Public Works Director – Tyler Keen
G. Water and Wastewater Chief Operators – Don Cole/Luke Lowe
H. Buildings and Grounds – Chris Johnson
I. Recreation/Special Events Coordinator – Stephen Fields
J. Town Attorney – Paul Cassell

12. ANY OTHER COUNCIL BUSINESS

13. CLOSED SESSION –

A. Discussion of Personnel Matter in Fire & EMS Department – Justification 2.2-3711 (A)(1) of the Code of Virginia, as Amended

14. Adjournment -