



TOWN COUNCIL COMMUNICATION

DATE: March 17, 2026

FROM: Patricia Adams, Town Attorney

AGENDA ITEM: Discuss and consider approval of a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator.

SUMMARY:

On April 15, 2025, the Town Council appointed Kirk Riggs to serve in the dual role of Town Administrator and Chief of Police. Since that time, Mr. Riggs has consistently demonstrated the leadership, qualifications, and professional experience necessary to fulfill the responsibilities of both positions.

To support the continued advancement of the Town’s administrative priorities and long-term strategic initiatives, Mr. Riggs has voluntarily elected to step down from the position of Chief of Police with the full support of the Mayor and Town Council. The Town Council recognizes and appreciates the leadership and service Mr. Riggs provided during his tenure as Chief of Police and supports his transition to focusing on the responsibilities of Town Administrator in order to continue strengthening the Town’s operations and future planning.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

Motion to approve a Resolution amending Resolution No. 2025-03 appointing a Town Administrator and addressing the role of the Town Administrator as presented.

ATTACHMENTS:

- Resolution