

**Regular City Meeting  
Of the  
Clifton Board of Commissioners  
January 17, 2017**

**Present:**

Randy Burns, Mayor  
Carol Hickerson, Vice Mayor  
Eva Ruth Warren, Commissioner  
Layton Packwood, Commissioner  
Doug Kibbey, City Manager  
Byron Skelton, Chief of Police  
Austin Clark, Public Works Director  
Eddie Simmons, Parks & Rec. Director  
Mike Hinson, City Attorney  
Paula Skelton, Water Plant Supt.  
Kiersten Lee, Administrative Assistant

**Absent:**

Tommy Boyd, Commissioner  
Barbara Culp, City Recorder

**Visitors:**

John Poole, City Auditor  
Donny Warren

The meeting was called to order by Mayor Burns. The roll was called by Administrative Assistant Kiersten Lee in the absence of City Recorder Barbara Culp. All members of the Commission were present with the exception of Commissioner Tommy Boyd. The invocation was given by Austin Clark followed by the Pledge to Allegiance.

A motion was made by Commissioner Packwood to approve the minutes of the November, and December, 2016 regular city meetings. The motion was seconded by Commissioner Warren, and carried unanimously.

**Old Business**

City Manager Doug Kibbey stated that the employee handbook has been completed and distributed to the city employees. Also, the new employee

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pay scale is in place.

An Ordinance to Amend Title 1, Chapter 1, Section 101 of the Clifton Municipal Code to Set Meeting Times For the Clifton City Commission

A motion was made by Commissioner Warren to Pass Ordinance # 257 on the second reading changing the time of the Clifton City Commission meetings from the third Monday in each month, to the fourth Monday in each month at 7:00pm. The motion was seconded by Vice Mayor Hickerson, and carried unanimously.

Report From City Auditor John Poole

Auditor John Poole told the Commission that he was hired to perform the audit of the City of Clifton. He explained that his duty is to give the State the financial information they require. An audit also makes sure that the City is collecting the money that should be collected, and to make sure City money is being spent for City business. He said he feels the City is doing a really good job doing these things. He checked a vast majority of city bills and did not run across anything to report. He told the commissioners that city utilities are supposed to show a profit, and in 2016 the City of Clifton showed a surplus in the water/sewer fund, and natural gas fund. As the City's auditor, he had no findings to report to the State. Mr. Poole brought it to the attention of the Commission that the City has approximately \$700,000.00 in debt. He said that repaying this over a 30 year period would result in the City paying over one-half million dollars in interest. The City currently has money in CD's and checking accounts that could be used to pay down this debt early, and the City could potentially be completely out of debt in three to five years. He told the commissioners that he is not recommending that they do anything, only bringing this to their attention, but would be happy to put together scenarios on repayment if they chose to do this. Mr. Poole said that the City of Clifton's audit report is on the State Comptroller's website, and his name and phone number is on page one of the report. If any citizen has questions concerning the audit report he would be happy to answer them.

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**Ordinance To Establish An Updated Occupational Safety And Health Program Plan**

City Manager Kibbey explained the changes from the January, 2013 OSHA Ordinance to the proposed Occupational Safety and Health Program Plan Ordinance . A motion was made by Commissioner Packwood to pass the updated OSHA Ordinance # 259 on the first reading. The motion was seconded by Commissioner Warren, and carried unanimously.

**Resolution To Apply For \$300,000.00 Community Development Block Grant**

A motion was made by Commissioner Warren to pass a Resolution authorizing Mayor Randy Burns to execute and submit an application to the State of Tennessee Department of Economic and Community Development requesting Fiscal Year 2017 CDBG funds in the amount of \$300,000.00. The funds could be used for fire protection, and also to repair the fire department's emergency siren. The motion was seconded by Commissioner Packwood, and carried unanimously.

**Resolution To Hire Community Development Partners For Administrative Services For The Proposed Community Development Block Grant.**

A motion was made by Commissioner Warren to approve the CDBG Resolution to hire Community Development Partner, LLC to provide assistance in the preparation and administration of the City's CDBG 2017 grant application. The motion was seconded by Vice Mayor Hickerson, and carried unanimously.

**Bids For Natural Gas**

City Manager Doug Kibbey stated that we have received three bids for natural gas. He explained that as of 4-01-17 The Tenergy Company will no longer supply our natural gas. He said that we have received bids from TEAC, D-2 Energy, and Atmost Energy. He and Public Works Director Austin Clark, reviewed the bids along with our natural gas consultant Mr. Bob Parks. They all agreed to recommend purchasing future natural gas from Tennessee Energy Acquisition Corporation (TEAC). Director Clark said that Mr. Parks really thought this company would be the best supplier for the City. Manager Kibbey told the

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commissioners that Tennergy had been a good supplier but the City could save approximately \$3,500.00 by switching from Tennergy to TEAC. City Attorney Hinson said that he has had seven years' experience with this company and found them to be good to work with.

Appointment of Airport Authority Board Members

The City Manager informed the Commission that Airport Authority secretary Shari Partain, and Airport Authority Chairman Patrick Blackburn have resigned their positions. He said that also Donny Warren's term has expired. The city manager said he would like to see Mr. Warren back on the Airport Authority Board but does not know if it would be a conflict of interest for Commissioner Warren to vote on this. Attorney Hinson said it would not be a conflict of interest legally if Mr. Warren is not being paid, but he feels it would be better if Commissioner Warren does not vote on this. After a discussion, a motion was made by

Commissioner Packwood to appoint Mr. Donny Warren for a five year term on the Clifton Airport Authority Board. The motion was seconded by Vice Mayor Hickerson, and carried. A motion was made by Mayor Burns to appoint Mr. Dave Melson for a two year term on the Clifton Airport Authority. The motion was seconded by Commissioner Warren, and carried unanimously. A motion was made by Vice Mayor Hickerson to appoint Mr. Bob Jacobson for a two year term on the Clifton Airport Authority. The motion was seconded by Commissioner Packwood, and carried unanimously.

Department Reports

Police Chief Skelton reported that some of his officers have taken vacation days off. Also all in-service has been completed. The POST Commission is behind on paying the officers their salary supplements. This will be paid later on in the year. Parks & Recreation Director Eddie Simmons reported they have been working on upkeep of the ballfields.

Public Works Director Austin Clark reported that the TOSHA inspection revealed six violations. He said that some of the violations were a simple fix, and some

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should have been addressed in the past. He also reported that they had experienced a problem with the transmitters for the water tanks (which have been repaired). There have also been some water, and sewer leaks. He told the commissioners that he has not forgotten the cleanup that needs to be done around town where they have done work on the utility lines.

City Manager Kibbey said he was hired 90 days ago and feels we have made good progress. He gave recognition to former Acting City Manager Byron Skelton for the good job he did. He also told the commissioners that he would be taking his first CMFO test the following week. This will be the first of eleven tests required for the CMFO certification.

The City Manager reported: The City has been awarded the \$50,000.00 Tourism Grant we had applied for. This grant has a 5% City match.

The City Manager, Vice Mayor Hickerson, and Commissioner Packwood attended the Newly Elected City Officials Academy the past weekend.

The City Manager said both he and Administrative Assistant Kiersten Lee are new to the process, but will start work on the budget the following month. He stated that he has made some mistakes in the past 90 days but has a great group of employees working for him. He told the commissioners if they do not like what he is doing please let him know, and if they do like what he is doing they do not have to say anything.

Vice Mayor Hickerson thanked Byron Skelton for his service as Interim City Manager. She also thanked Austin Clark, and City Manager Kibbey for their work.

Commissioner Warren thanked Vice Mayor Hickerson, and Commissioner Packwood for attending the Elected Officials Academy. She said that she appreciates the hard work of all the City employees.

Mayor Burns gave credit to Byron Skelton for having the foresight to hire the employees that he hired during his tenure as Interim City Manager.

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There being no further business, the meeting was adjourned.

MAYOR

*David R. Gunn*

CITY RECORDER

*Stephanie A. Culp*