

**Regular City Meeting  
Of the  
Clifton Board of Commissioners  
September 19, 2016**

**Present:**

Randy Burns, Mayor  
Tommy Boyd, Vice Mayor  
David Primm, Commissioner  
Eva Ruth Warren, Commissioner  
Layton Packwood, Commissioner  
Byron Skelton, Interim City Manager  
Randy Battles, Fire Chief  
Michael Hinson, City Attorney  
Austin Clark, Utilities Supervisor  
Barbara Culp, City Recorder

**Absent:**

**Visitors:**

Mrs. Michael Hinson  
Jamie Simmons

The meeting was called to order by Mayor Burns. A motion was made by Commissioner Warren to approve the minutes of the previous meeting. The motion was seconded by Commissioner Packwood, and carried unanimously.

**New Business from Audience**

There was no new business from the audience.

**Old Business**

There was a discussion concerning the FY 2017 proposed budget. Vice Mayor Boyd said that the 5% salary increase included in the budget would be the biggest raise in Clifton's history if given to the city employees. Interim City Manager Skelton explained that the employees have not been given a cost of living raise in three years. Vice Mayor Boyd said that he feels a 5% raise is too high.

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Commissioner Warren said that she feels the budget should be passed as presented. Commissioner Packwood said he feels we need salary caps. Manager Skelton said that is why he presented the salary information in July from MTAS. Mayor Burns said if the 5% is given it would cost approximately \$25,000.00 per year. Commissioner Packwood said he feels raises should be given on evaluation. He does not agree with across the board raises. Commissioner Packwood asked if the money that was in the budget for employee raises could be left in the budget at this time. Attorney Hinson said yes, the money could be left in the budget. Commissioner Primm suggested that employees be given a 3% across the board raise. Vice Mayor Boyd commented on the amount State employees have to pay for insurance, and City employees do not have to pay for their insurance. Commissioner Primm stated that State employees also receive longevity pay where City employees do not. A motion was made by Commissioner Packwood to leave the 5% in the budget for employee raises, but that no raises should be given until brought before the City Commission. The motion was seconded by Vice Mayor Boyd, and carried unanimously.

Manager Skelton reported that the new Welcome to Clifton signs have been installed and we have received good feedback on them. He said that he would be giving an invoice to Commissioner Primm to present to Mr. James Kelley. Commissioner Primm had previously stated that Mr. Kelley had said he would pay for the signs if they had "In God We Trust" on them.

**Fire Department Equipment Bids**

There was an extensive discussion concerning the bids for the imaging camera equipment, and Jaws of Life equipment for the fire department. The bids came in above the amount of the grant. Fire Chief Randy Battles was asked if he had a choice which piece of equipment he would choose. Chief Battles said that one was just as important as the other. A motion was made by Commissioner Packwood to accept the bid for the fire department imaging camera in the amount of \$10,698.00 from Kenco Fire Equipment Company. The motion was seconded by Commissioner Primm, and carried unanimously. The commissioners agreed to reject the bid for the Jaws of Life. The City may possibly purchase this equipment in the future.

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**Appointment of Certified Municipal Finance Officer (CMFO)**

The mayor stated to the Commission that we have been informed by the State that time is running out for the City to appoint someone as their CMFO. In the past the city manager has acquired this certification. The mayor asked the city recorder if she would be interested in the taking the classes. The city recorder said that she would not be interested and feels someone should take the classes who have a lot of working years ahead of them. It was agreed by the commissioners that the next city manager hired would be required to take the CMFO classes. The mayor asked the Commission if they would like to enroll someone besides the city manager. They agreed to offer the classes to any employee interested in taking them.

**Internal Control Manual**

A motion was made by Commissioner Warren to pass the Internal Control Manual Resolution. The motion was seconded by Commissioner Packwood, and carried unanimously. The changes in the manual reflect State Law.

**Municipal Codes Review**

Manager Skelton stated that he has been working with MTAS to update our municipal codes. He read the code updates as suggested by MTAS. Manager Skelton stated that he would like to get the city attorney, and MTAS consultant to put together a new sign ordinance (a sample ordinance was included in the commissioners packets). The municipal codes update and sign ordinance can be approved at the same time. The commissioners agreed to move forward on this.

**Department Reports**

Utilities Director Austin Clark reported that his department has been painting the fire hydrants. He also said they have checked the water pressure on Pillow Street and it is between 65 and 70 PSI. The City is only required to provide 20 PSI.

Sewer Plant Supt. Coty Smith reported that the new grinder pump has been installed at the prison's sewer plant. Also a 35 HP pump that puts the treated

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water back into the river has burned up. Coty said the pump is being rebuilt.

Fire Chief Randy Battles reported that everything is going well with the fire department. He said that they had a pump seal that failed in the old fire truck, but it has been repaired. He stated that he hopes to get the brackets welded the following Wednesday so that the doors can be installed at the fire hall. He told the commissioners that they have one new volunteer fireman who is certified in five different things.

Interim Manager Skelton stated that the police department has an officer off on leave. The part-time officers have been providing the coverage needed. Manager Skelton reported that the new parks director is doing a good job.

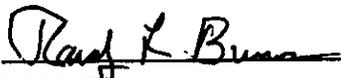
Coty Smith told the commissioners that Harold (Smiley) Wallace may not be able to fill-in for him in the future because of health issues. He said we may need to check on getting someone who can fill in at the sewer department when needed. The commissioners agreed.

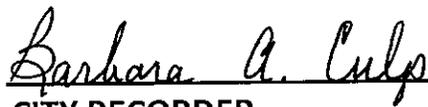
It was reported that someone ran into and damaged the handrail in front of the Sr. Citizens building. Manager Skelton said that our insurance would take care of the repair costs for this.

The commissioners agreed to have the Fall Community Yard Sale on 10-15-16.

Mayor Burns said they need to have a special called meeting on Wednesday night to discuss the city manager position. It was agreed that a special called meeting should be set for the following Thursday night at 6:30 pm.

Commissioner Warren said that she appreciated the work that Byron Skelton has done as interim city manager. There being no further business, the meeting was adjourned.

  
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MAYOR

  
\_\_\_\_\_  
CITY RECORDER