

**Regular City Meeting  
Of the  
Clifton Board of Commissioners  
March 21, 2016**

**Present:**

Tommy Boyd, Vice Mayor  
Eva Ruth Warren, Commissioner  
Layton Packwood, Commissioner  
Byron Skelton, Interim City Manager  
Michael Hinson, City Attorney  
Randy Battles, Fire Chief  
Jerroll Henderson, Police Officer  
Barbara Culp, City Recorder

**Absent:**

Randy Burns, Mayor  
David Primm, Commissioner

**Visitors:**

Mr. Tommy Tinin, Mrs. Michael Hinson, Mr. Kirk Smith, Mr. Jimmy Anderson

The meeting was called to order by Vice Mayor Boyd. A motion was made by Commissioner Warren to approve the minutes of the previous meeting. The motion was seconded by Commissioner Packwood.

**Old Business**

The City has received bids for a construction manager to oversee the proposed Fire Hall Renovation Project. We received two bids. Ward Contracting would charge a fee of \$7,500.00 plus \$1,500.00 per week for a fulltime construction superintendent on site. Mr. Kirk Smith would charge \$500.00 per week for the duration of the project, plus reimbursement for any travel, etc. related to the project. Vice Mayor Boyd asked what the advertised job description was. Interim City Manager Skelton said the construction manager would be expected to coordinate, direct, evaluate, and oversee the project, to make sure all objectives are being achieved. Mr. Kirk Smith was asked about his qualifications. He stated that he does not have his Tennessee Contractors License, but he has been in construction for over 30 years. Mr. Jimmy Anderson stated that he believes in Tennessee a construction manager is required to have a contractor's license.

**Regular City Meeting (Pg. 2)**  
**March 21, 2016**

He will check with the Contractor's Board about this. Fire Chief Randy Battles asked if Mr. Smith would be on the job fulltime. Mr. Smith said that he bid the job to be onsite in the mornings, to make sure materials were on site, and check back in the afternoon on the progress. Fire Chief Battles said one of their volunteer firemen did construction work before he became a mail carrier. He said Chris Kelley could be available each afternoon to oversee the project. Commissioner Packwood said he feels a construction manager should be on the job all day long. Vice Mayor Boyd asked when the volunteer workers would be available to work. Randy Battles said they could work in the evenings. Manager Skelton said his thought is to hire a contractor, and get the job done. Mr. Tommy Tinin stated that a construction manager needs to be onsite when the roof is taken off the fire hall. He said if the walls are not stabilized properly, they could come down. Commissioner Warren asked about possibly getting bids for someone to construct the walls, and roof. Commissioner Packwood made a motion to take bids to replace the blocks and roof to get the fire hall in the dry. The City will purchase the materials. The bids will be for labor, supervision, and equipment. The contractor winning the bid would assume all liability. The motion was seconded by Commissioner Warren, and carried unanimously.

**Proposed Community Recreation Center**

Interim City Manager Skelton told the commissioners that the gas has still not been hooked up to the recreation building. He said that a new gas tap is needed, which is on their list, but not on top of the list.

**Fire Hall Grant Update**

The company that is building the fire truck has been having an issue getting the chassis for the truck. They have said that the pumper truck should be ready by September. Ms. Mattie Cushman whose company (Community Development Partners) is doing the administrative work on the fire department's grant has said that waiting until September to receive the new fire truck is unacceptable. Ms. Cushman said that the truck should be here by June. The grant needs to be closed out as soon as possible because of the 2016 grant application for upgrades to our water plant.

## Regular City Meeting (Pg. 3)

March 21, 2016

### New Business

The Interim City Manager told the commissioners that the City's 2005 Mercury car needs to be declared as surplus because we do not need it any longer.

Commissioner Packwood asked if the water plant workers needed the vehicle.

Manager Skelton said they really need a truck, or a SUV for the water department. He said he believes the mayor's intentions were to donate the car to the Airport Authority. A motion was made by Commissioner Packwood to donate the City's 2005 Mercury Marquis to the Clifton Airport Authority. The motion was seconded by Commissioner Warren, and carried unanimously.

The Janet K. Smith Walk will be held on 4-09-16, starting at 9:00 am.

The annual Community Day will be held on 5-07-16.

### Department Reports

Interim City Manager Skelton told the commissioners that Utilities Supervisor Jerrolds Russell came in last Wednesday, and offered his resignation. The commissioners agreed not to hire anyone at this time to take Mr. Russell's position.

Police Officer Jerroll Henderson said that things are running smoothly with the police department. He said that they are still a little short-handed.

Fire Chief Battles said the fire department is doing well. They have lost one of their volunteer firemen because of lack of work here. The fireman has started a new job out of town.


Interim City Manager Skelton reported: we are still getting city hall put back together from the renovation. He will be starting work on the budget in the near future. The City's sewer department has received a write-up from the State, but actions are being taken to correct the problem. We now have the parts ordered, and the expertise to kill the old waterline on Main Street. This has held up the street paving project.

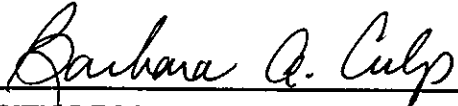
**Regular City Meeting (Pg. 4)**  
**March 21, 2016**

Commissioner Packwood asked that a letter be sent to the director of the Wayne County Ambulance Service, and ask that he attend the next city meeting.

Vice Mayor Boyd said that some people have been complaining about dogs around town. He said that we could not pull men off the current projects they are working on to be chasing dogs.

There being no further business, the meeting was adjourned.

  
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MAYOR

  
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CITY RECORDER