



TOWN OF ASHLAND CITY Budget Meeting February 18, 2020 6:00 PM Minutes

CALL TO ORDER

Mayor Allen called the meeting to order at 6:00 p.m.

ROLL CALL

PRESENT

Mayor Steve Allen
Vice Chairman Roger Jackson
Committee Member Tim Adkins
Committee Member Daniel Anderson
Committee Member Gerald Greer
Committee Member Chris Kerrigan
Committee Member Lisa Walker

APPROVAL OF AGENDA

A motion was made by Committee Member Walker, seconded by Committee Member Anderson, to approve the agenda with proposed changes made by Ms. Kellie Reed to strike Reports, Surplus Property Nominations, and Expenditure Requests from February 18, 2020 Budget Meeting agenda. Motion passed unanimously by voice vote.

APPROVAL OF MINUTES

1. Budget Meeting Minutes 1-21-2020

A motion was made by Committee Member Adkins, seconded by Committee Member Jackson, to approve the 1/21/2020 Budget Meeting minutes as typed. Motion passed unanimously by voice vote.

OLD BUSINESS:

2. Employee Manual and Wage and Salary Policy Updates

Ms. Kellie Reed stated she wanted to remove all verbiage dealing with wage and salary from the employee manual and have it put in the salary policy. She said when verbiage is approved, on-call pay could be added to the salary section stating if an employee gets called in they would receive time and a half regardless of hours physically worked. Chief Walker said he is for this change but it will cost us. Committee Member Anderson stated that fire would be most affected by this change. Committee Member Jackson stated if an employee is taking time off that they do not have, such as out of sick and vacation time, then they do not get time and a half if called in after normal business hours during that time period. Mayor Allen stated they must have approved time off to receive on-call overtime pay. Ms. Reed stated Resolution 2017-31, wage and salary policy, would be on next month's agenda with the changes. Ms. Anita Justice asked to clarify the portion that deals with salaried employees and taking earned time within two weeks. After much discussion it was determined that per MTAS we are advised not to enter a salaried employees earned or taken comp time into our system and the best way to keep up with said time is by the individual. Committee Member Chris Kerrigan stated to strike the two-week verbiage and add verbiage about proper communication for calling out or taking time off. Ms. Reed stated hourly employees are to call or text their department head as stated in the employee manual. After much more discussion it was decided that salaried employees and department heads are to contact the mayor in any form such as text, phone call with voicemail, and or email when they are not going to be at work.

3. Grants/Projects Update

Ms. Reed stated Committee Member Walker requested a spreadsheet of current grants and projects and Ms. Reed provided this information on the overhead. Committee Member Walker asked how the new City Hall project was coming along. Mayor Allen stated Mr. Josh Wright will be present at the next meeting and soon we will be ready to hear from financing.

NEW BUSINESS:

4. Staffing Report WWTP from MTAS

Ms. Reed stated Mayor Allen requested this in October 2019. Mayor Allen said MTAS sent Mr. Bret Ward to evaluate the WWTP and his findings/recommendations stated he would not make changes in current staffing with the current WWTP but may increase to four full time employee's when the name plant is built and he had great things to say about the WWTP. Committee Member Jackson stated he did read the letter sent from Mr. Ward and he is satisfied with the report, however he requested the that any work that needs to be done should be supervised by a town employee. Further, this is the reason we are having issues with the work of the sewer mains is because it was not supervised during the project. He said if an outside company is hired to complete contracted work he would like a city employee to oversee and sign off on the completed work.

5. City Recorder & Financial Manager Position Discussion

Ms. Reed stated Mayor Allen wanted to discuss this topic. Ms. Reed stated changes have been made since Ms. Sandy Cannon left her position with the city. Ms. Reed stated she asked for City Recorder duties to go with human resources (HR) duties because the HR position needed a background in the finances of the city. Ms. Reed stated Mayor Allen was requested by Council to discuss the current work chart. Mayor Allen stated he wanted to create a Financial Department position and that role also to be a department head. Committee Member Daniel Anderson asked the role of City Recorder. Ms. Reed explained the role of City Recorder. Committee Member Walker asked who is the Mayor's assistant. Ms. Reed stated no one but she has been helping out. Mayor Allen stated Ms. Cannon went to the Mayors assistant and the duty of HR was put on her so therefore her pay went up. Committee Member Walker stated she thinks a lot of Ms. Cannon's HR responsibilities went to the ladies in the front office. Ms. Bowman stated yes, that was correct and they were given back to Ms. Reed when she moved positions. Committee Member Jackson stated HR is not supposed to hire new employees and that is the responsibility of the mayor and the department head. He said the general work of HR is policy. Committee Member Anderson stated HR should never sit in interviews. Mayor Allen stated he agreed and hiring should be the recommendation of the Mayor and Department Head. Committee Member Anderson asked who is City Recorder. Ms. Reed stated she was City Recorder, Ms. Gayle Bowman was Financial Manager, Ms. Jamie Winslett, Ms. Rebecca Cohen and Ms. Alicia Young are Accounts Payable Clerks and Ms. Cynthia Hollingsworth and Ms. Alyssa Barnhill are Accounts Receivable Clerks. Committee Member Anderson asked Ms. Reed if the ladies up front do any HR responsibilities. Ms. Reed stated no. Committee Member Anderson asked Ms. Reed if she does it all. Ms. Reed stated yes. Committee Member Walker stated her main concern is that we are violating our charter. Ms. Bowman stated the way the charter reads the City Recorder has to be Chief Financial Officer. Ms. Reed stated Ms. Bowman is the Financial Manager and what is looking to be changed is to make her the Financial Director and be a department head. Mayor Allen stated council had to approve Financial Director position. Ms. Reed stated she called other cities to see how they run and some places have a City Manager who is the City Recorder and others have the Financial Director doing City Recorder. Committee Member Jackson stated we do not need a HR Director if they are just taking care of paperwork. Ms. Reed stated HR was eliminated from the pay scale and she handles the paperwork, training and FMLA. After much discussion Mayor Allen requested a full time assistant and to try to hire from within first. Committee Member Anderson stated the City Financial person should start attending the weekly department head meetings. He said hiring a true HR position would cost too much and he does not want the Mayor assistant to be HR. Ms. Reed requested a backup for her position, she suggested the new hire Mayor assistant can be taught her position as well. Committee Member

Jackson stated he agreed that Mayors assistant and HR do not need to be combined and the front office needs to take back HR duties for paperwork and Ms. Reed have duties of training and compliance. Committee Member Walker stated we needed to get our charter changed. Committee Member Adkins asked if we could get it done this session. Ms. Reed stated it shouldn't be a problem. Committee Member Walker stated we will wait to appoint the City Recorder and City Attorney.

OTHER.

Mayor Allen stated at Christmas the town provided hams to all employees, but a lot did not collect those hams. He said we donated the unclaimed hams adding to be over 20, to Safe Haven and they sent a thank you letter.

Committee Member Anderson requested the town make a donation to the new Veteran park at the library vs waiving fees only. Ms. Reed stated there are guidelines for making donations but there are other ways to help fund the project such as paying for something specific at the park and adding it to next year's budget.

ADJOURNMENT

A motion was made by Committee Member Walker, seconded by Committee Member to adjourn the meeting. All approved by voice vote. Meeting adjourned at 7:24 p.m



MAYOR STEVE ALLEN



CITY RECORDER KELLIE REED, CMFO, CMC