

**Graysville Board of Mayor and Commissioners
Graysville Municipal Building
Special Called Meeting
April 21, 2014 6:07 p.m.**

Call to order by Mayor Ted Doss

Prayer led by Commissioner Beene

Pledge led by Mayor Ted Doss

Roll Call:

Mayor Ted Doss	Present
Vice Mayor Denesa Reel	Present
Commissioner Andy Beene	Present
Commissioner Charles Kaylor	Absent
Commissioner Michael May	Present

Administrative Assistant

Hours

Mayor Doss "How many hours are you considering?"

Commissioner Beene "After I was here today I would say forty hours help. I came down to apply for permit and there was about three others needing permits and all three girls were busy as bees. Both Michelle's and Amanda just a working, working, working."

Mayor Doss "What about the other members of the board?"

Vice Mayor Reel "Forty is good for me."

Commissioner May "Forty is good for me."

Pay Scale

Commissioner May "Was we going to let that depend upon their interview with what kind qualifications they have?"

Mayor Doss "That's fine, what about you Andy?"

Commissioner Beene "I didn't hear it."

Mayor Doss "Depend on the qualifications is what Commissioner May suggested."

Commissioner Beene "I think that's good but I think we need to look at jobs they will be doing and what the people doing them now are getting paid. I do hope they when we can work on budget we get it worked out that our main employees that are working full time can make ten dollars an hour at least. Amanda is the one who jumps out at me the most making \$9.25 she ought to be making ten dollars; she is worth every penny she has earned down here."

Commissioner May "How long you been here Amanda?"

Municipal Clerk Amanda Sulcer "Since 2006."

Mayor Doss "You worked at library prior to that?"

Municipal Clerk Sulcer "I worked at the library till 2009 and then when this job came open they asked me if I wanted to take it."

Commissioner May "And Yearwood do you know how long she has been here?"

Municipal Clerk Sulcer "I believe she came in six months before me."

Mayor Doss "Vice Mayor what do you think about the pay scale?"

Vice Mayor Reel "I think we should try to even everybody out, work the budget to where we can even everybody out to make about the same. Like Amanda yea that's on the low side."

Mayor Doss "I think you got four under \$8.50."

Commissioner Beene "I think they took three applications for workers today to didn't you Amanda?"

Municipal Clerk Sulcer "We did."

Mayor Doss "When you hire someone I think you should have a certain pay that you give them right then. Then after their 90 review you up them and after they have been here a year top them out. Then if we do annual raises they would get them."

Commissioner May "So you want to top them out?"

Mayor Doss "Once they been here one year you should put them at a level of keeping them."

Commissioner Beene "Police start at \$9.50 then we give them \$10.00 or \$10.50 after they been here and after their 90 days and if they get a good review."

Mayor Doss "I think your officers should be paid more than \$11.00 an hour myself."

Commissioner Beene "I agree it's a tough job out there when you're dealing with some of the people you have to deal with."

Commissioner May "I agree."

Vice Mayor Reel "Amanda how long has it been since you had a raise?"

Municipal Clerk Sulcer "The last time everybody got one."

Vice Mayor Reel "So it's been a couple of years?"

Municipal Clerk Sulcer "Yes."

Mayor Doss "I don't have a problem with night shift making .25 to .50 more than day shift on police department."

Vice Mayor Reel "Most people do pay more for the evening shift."

Commissioner May "Shift Differ entail."

Commissioner Beene "We could start them out at Amanda's pay and then bump them up after they are here 90 days then by end of year making ten. I wish the attorney was here to put in her ten cents as she always has good input because she was telling us who we need to hire not a pacific person but a type of person we need to hire."

Shannon Rogers "Do you hire within the city, do you have to live in the city?"

Mayor Doss "No."

Qualifications

Commissioner May "I think they are going to have to have computer skills, ability to multi task you will be moving around a lot."

Mayor Doss "Do you need any kind of degree, Business degree?"

Commissioner May "If that has to happen I believe we can help them get that as we go thru. I don't think we are going to hire nobody with a degree right now that's going to cost us."

Commissioner Beene "I don't think you're going to find anybody for ten dollars an hour with a degree that will work here. You might luck up and find one but I don't see it. You might find someone who is sharp with a computer, typing and multitask and that's what it will require, multitasking a lot of times."

Mayor Doss "I'm going to go with what you just said, you get them in here send them to school and everything and they get a business degree or whatever then they will expect to be paid more from that point."

Commissioner May "Anybody who does get more education they might deserve more but I'm not saying we have to give them a whole lot more. We need to do evaluations on these people as I don't understand why we don't do yearly evaluations and have it filled out like I do on my employees that way everybody gets a yearly raise."

Commissioner Beene "You can work that in with your step raises."

Commissioner May "When you got to wait three years to get a raise I can see anybody frustrated and wanting to go someplace else."

Mayor Doss "So you have what Commissioner May has suggested wrote down, repeat it for me."

Municipal Clerk Sulcer "That we will help them with getting their degree."

Mayor Doss "I'm talking about the first qualifications."

Municipal Clerk Sulcer "Computer skills and ability to multi task."

Commissioner May "Computer ability with multi task work with the public and dealing with the board and commissioners."

Mayor Doss "Minimum high school diploma."

Commissioner May "Well yeah I would like to see that, anywhere you go you have to have that."

Commissioner Beene "I would put high school diploma or GED and anything else would be a plus."

Job Description

Mayor Doss "What I would like to do once we get this tallied up is give it to our attorney and let her write up the wording for ad. So the wording should include Cross training, Court Clerk, Water Clerk, Animal Control, City Recorder Duties and Assistant and to be able to train people on computers."

Department to fund position

Commissioner May "I would say general for now and then look to see what each department can pay."

Commissioner Beene "Yes since they will be helping each department. We are on solid ground; we are not going to have to raise taxes or water fees from what I see in bank account we can reduce fire fees, the money is there just have to adjust it for administrative assistant. The drug fund has a lot of money in it. If we hire another policeman or administrative assistant we will not have to raise taxes; I will not vote to raise taxes. I hope we get someone who can train on computers as Gary and Bobby needs to learn to use computer."

Vice Mayor Reel "In the summer I don't mind coming out here and helping out with teaching computer skills."

Wording of ad for paper

Mayor Doss "We will get this tallied up and give it to our attorney and let her write up the wording for ad and she can email it back to us for approval then Michelle can run add in paper. So the wording should include Cross training, Court Clerk, Water Clerk, Animal Control, City Recorder Duties and Assistant and to be able to train people on computers."

Commissioner Beene "Yes because she knows what we are looking for."

Mayor Doss "In the past we have had issues with family working here, what I would like to see is we don't hire any more family."

Commissioner May "That's fine with me."

A motion to put on the next agenda is hire no more family was made by Mayor Doss; 2nd by Commissioner May. Motion carried 4-0.

Dates to run ad

Mayor Doss "We should run it in more than just the Herald News. The town and city paper would be a good one to run it in."

Commissioner Beene "Yes and the Chattanooga Times would be a good one."

Commissioner May "We use Career Builders a lot also."

Mayor Doss "How about running it twice in each one?"

Commissioner Beene "I think that's good."

Mayor Doss "Check for prices on ad for each one and if the price is lower if we run it on weekends for each the Herald News, the Town & City Paper, Chattanooga Times and Career Builders."

A motion to adjourn was made by Mayor Doss; 2nd by Vice Mayor Reel. Motion carried 4-0.

Submitted by: Amanda Sulcer

Mayor, Ted Doss

City Recorder, Michelle Horton

Date