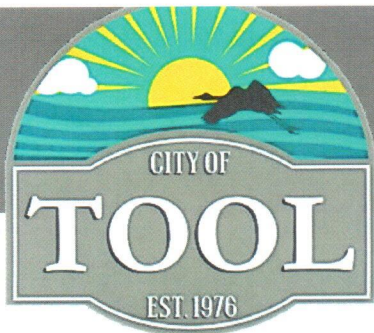


MINUTES

Special Meeting – December 29th, 2014

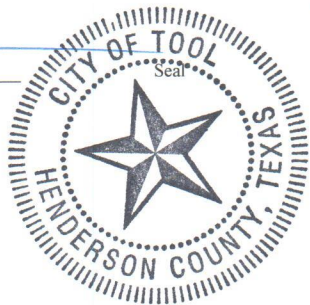
3:00 pm @ Oran White Civic Center



1. The City of Tool Special City Council Meeting was called to order at 3:00pm.
2. Present were Council Members: Pinnell, Whitehurst, Barr, and Reeder. Quorum was established with Mayor Pro-Tem Daniel presiding. Mayor Brickey was absent.
3. General Discussion regarding the City's Maintenance Department and Personnel. Mayor Pro-Tem Daniel recommended executive session to specifically discuss Maintenance Supervisor Frank Martin. Council Member Nathan Reeder motioned to convene into executive session at 3:01pm, second by Council Member Whitehurst. Council reconvened into open session at 3:19; no action was taken.
4. Consideration / Action regarding the City's Maintenance Department and Personnel. Council Member Reeder opened discussion by stating that it was obvious that Frank needed help in his department. Mayor Pro-Tem Daniel suggested advertising for the position as to get new blood and maybe someone more qualified. Mayor Pro-tem added that with the movement toward contract paving that Council needed to restructure the maintenance department so that everyone is clear on the expectations. Council Member Reeder stated that he did not see a problem with that and asked if it would be possible to hire James Causey on a part time basis as an interim so that Frank had some help. Maintenance Supervisor Frank Martin asked if a contract labor type of agreement as needed with Mr. Causey would be better and Mayor Pro-tem Daniel agreed. Council was in agreement that the interview committee consist of Maintenance Supervisor Frank Martin, Council Member Randy Whitehurst and City Secretary Makenzie Blaser. It was also decided that the position be advertised for two weeks with a final hire date of mid-February. At this time Mayor Pro-tem Daniel asked the City Secretary to explain the PDQ form that everyone had been given. It was explained that the "Position Description Questionnaire" would help both Frank and Council to more easily and clearly define a more appropriate job description and expectations for each position. The City Secretary strongly recommended Frank and all members of Council fill the PDQ out so that we could convene at a later date to compare notes and produce a more accurate description of work. All of Council agreed as well as Mr. Martin. From here discussions returned to filing the vacant Maintenance worker position. Council Member Mike Barr motioned that the full time position be advertised in both local papers for a minimum of two weeks, the position be filed no later than mid-February and that interview committee consist of Maintenance Supervisor Frank Martin, Council Member Randy Whitehurst and City Secretary Makenzie Blaser. Second by Council Member Reeder. Motion passed 5-0.
5. Motion to adjourn was made by Council Member Reeder, seconded by Council Member Barr. Motion passed 5-0 at 3:32pm.

Passed and approved this 15th day of January 2015

Tamra Brickey, Mayor



ATTEST:

Makenzie Blaser, City Secretary