

## **MINUTES**

### **MONTEAGLE PUBLIC UTILITY BOARD MEETING**

**February 09, 2010**

**PRESENT:**        **Charles Rollins**  
                      **Dean Lay**  
                      **Marilyn Nixon**  
                      **Lex Orr**

**This meeting of the Montecagle Public Utility Board was called to order at 10:00 am by Mayor Charles Rollins:**

**The following items were discussed:**

- 1. WEB SITE – The city recorder was asked to contact Susan Goldblatt and Beth Jones and ask them to review our web site. We have not had a response yet. Ald. Lay read the Minutes of the January 26 meeting concerning the motion about the web site. After a brief discussion, Ald. Orr made a motion to approve the Minutes of the meeting of January 26, 2010. Ald. Lay seconded the motion and it passed 4/0. Ald. Lay asked that the Minutes also be on the agenda again for the February 23<sup>rd</sup> meeting. There was a discussion on having Ben Lomand do the web site. Ald. Lay made a motion to have the mayor employ Ben Lomand to design our web site and make them the web master at the rates they have given us and that this be done immediately and the mayor will report back to the council on the time line to accomplish this by the 23<sup>rd</sup> meeting. Ald. Orr seconded the motion and it passed unanimously.**
  
- 2. SCHOOL FOR EMPLOYEES – Kevin Gilliam has given the council a recommendation as to which employees he would like the city to pay for to attend classes and take the tests to become certified. The council discussed the organizational chart that Mr. Gilliam did. Mr. Gilliam stated that if the city followed this model it would completely separate the utility from the city.**

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- 3. VACATION PAY FOR SALARIED EMPLOYEES – Kevin Gilliam gave the council his suggestion for changing the personnel policy to allow time off at the mayor’s discretion for employees. This time would not be charged to their vacation or sick leave. Ald. Orr made a motion to add the word “salaried” after the word “subordinate” in both places on the sheet Mr. Gilliam gave them. Ald. Lay seconded the motion and it passed 4/0. The city recorder was asked to send this proposed change to Bill Killian to review and after receiving his comments to then send it to Don Darden at MTAS.**
- 4. ON CALL POLICY – Mr. Gilliam suggested changes to the on-call policy for the utility employees. The mayor said he felt we need some guidelines for the employees on call to insure that it is necessary for the employee to be called out. He asked Mr. Gilliam to work with him to prepare a work order that would be completed by the on-call employee and turned in to the utility manager for approval. The city recorder was requested to send this suggested change to the city attorney and then to MTAS.**
- 5. EQ TANK – Ald. Orr asked if we had received any response yet from the insurance company on the EQ tank. He was told that we have not had a reply from them. Ald. Orr made a motion to authorize the mayor to write a letter of demand to TML requesting payment for the tank failure. Ald. Lay seconded the motion and it passed 4/0.**
- 6. CONTRACTS – Ald. Lay asked about progress on the contracts. Kevin Gilliam reported that all of the work should be started between February 15<sup>th</sup> and March 1<sup>st</sup>. Mr. Gilliam also mentioned that Neal Westerman had written a letter to Dr. Urban stating that we had a preconstruction conference for all of the contractors on January 26<sup>th</sup> and he felt that Neal should have stated that not all of the contractors were at that meeting. He thinks Dr. Urban should be informed that there was a subsequent meeting with those two**

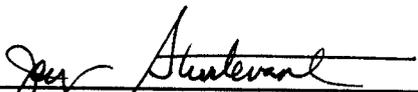
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**contractors who were unable to attend due to the bad weather. He said he notified Neal that he thought this should be done and was not happy with Neal's reply. Ald. Lay made a motion to authorize the mayor to notify Neal Westerman that he should immediately remedy the situation with regard to who attended the preconstruction conference. Ald. Orr seconded the motion and it passed 4/0. The mayor said he would contact Neal and talk to him about this.**

- 7. FILES AT CITY HALL – Ald. Lay asked about the files for the sewer projects. The city recorder said they are kept in the files in the main office at city hall. There are two drawers set aside for just those files.**
- 8. GREASE ORDINANCE – The mayor asked Kevin Gilliam where we are on getting compliance with this ordinance. Mr. Gilliam said he is working on it, but is busy with the sewer projects at this time. He said he will generate a form so we can begin working on this.**
- 9. TAUD – Mr. Gilliam gave the council members a hand out from TAUD about a technology seminar next month. He said he was not sure if he wanted to attend.**

**There being no other business the meeting adjourned at 11:23 AM.**

**Respectfully submitted,**

  
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**Joy Sturtevant, City Recorder**

**AGENDA  
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- 1. Call to Order**
- 2. Web Site**
- 3. School for employees**
- 4. Vacation pay for salaried employees**
- 5. On-Call Policy**
- 6.**
- 7.**

**Announcements**

**Adjournment**