

1 MINUTES  
2 CITY COMMISSION MEETING

3 September 11, 2023

4 The City Commission met on this date for a workshop in the  
5 Commission Chambers. A quorum being present, the meeting was called to  
6 order at 5:00 PM with the following in attendance.

7 Mayor : Hubert B. Smith  
8 Commissioners : Christine Wasdin  
9 : Edward Crosby  
10 : Kay Hamilton  
11 : Clark (Tom) Browning  
12 City Clerk : Tammy Johnson  
13 City Attorney : Hayward Dykes  
14 Police Chief : Joe Hart  
15 Asst. Fire Chief : Matthew Webster  
16 Public Works Dir: : Nathan Kelley (camera)  
17 Recorder : Beth Millsaps

18 Others in Attendance: (Not Inclusive) Bob Bachelor, J D Cameron, Kelly Irwin

19 Mayor Smith called the meeting to order at approximately 5:03 PM.

20 Mr. Dykes said since the last meeting of the city manager/administrator he has  
21 updated some of the language in the sample ordinance based on comments from the  
22 Commission. He said subparagraphs 14 and 15 are consistent with what is in our  
23 charter, if we want something that gets a little more away from the charter, we will have  
24 to do a charter amendment.

25 Mayor Smith said he has read over the ordinance and in his opinion, he believes  
26 the written form is doable. He said it states that the City Commission can override the  
27 City Manager if necessary. Mayor Smith said he believes the city manager should be  
28 respectful to whoever is on the Commission. Mayor Smith said we will be hiring a  
29 person with a specific set of skills so we might have to be a little more flexible with the  
30 residential requirements. Comm. Wasdin said this needs to have enough teeth where we  
31 do not have the attitude that I do not work for you, but not so much that the City  
32 Manager can run wild.

33 Mr. Dykes said the city manager will not be able to fire any of the Charter  
34 Officers. He said it is the hope that a city manager would work with the department

1 heads. Mr. Dykes also said the appointments made by the City Commission those  
2 powers have not been delegated at all to the City Manager. Those issues would still lie  
3 with the Commission if you had any problem with myself the City Clerk or Chief of  
4 Police you would have to deal with those yourself. Mr. Dykes said the reason for the  
5 workshop is so the Commission can see it on paper and maybe go forward with an  
6 ordinance for the October agenda. Mr. Dykes said Mrs. Johnson had found a previous  
7 job description for past city administrator requirements. Mr. Dykes suggested when you  
8 advertise to do so within the league of cities, they can be very helpful when looking to  
9 hire a manager type position. Comm. Wasdin asked if we could list on Indeed? Mr.  
10 Dykes said you can but could have people applying that have been managers of say a  
11 Waffle House, just because it is a “management” job. Mr. Dykes said he feels our target  
12 audience should be either someone who has never been a manager before but an  
13 assistant to or someone who has worked closely with a city manager or someone who is  
14 toward the end of their career. Someone in that situation would still like the title but  
15 less stress.

16 Comm. Wasdin said she believes this is a good document. Chief Hart asked out  
17 of curiosity is the league going to write up the position to post? Mrs. Johnson said we  
18 have the job description from 2000, what the city administrator duties use to be. Chief  
19 Hart said when Mr. Scott interviewed, there seems to be a lot of misconceptions as to  
20 what his position entailed, just wants to make sure that doesn’t happen again. Comm.  
21 Browning said he didn’t see anything about grant writing? Mrs. Johnson said it is in the  
22 job description, and if we have a city manager then we would not have city  
23 administrator. Comm. Wasdin said we would need to redo the job description for what  
24 Mr. Scott does. Comm. Hamilton said Mr. Scott seems to be planning to leave within  
25 the next few years that is why he is going to be training the young man to take his place.

26 Comm. Hamilton said there are also a lot of good city manager descriptions that  
27 you can get online. Mr. Dykes said 1 thru 19 of the Ordinance generally outline some  
28 duties, which we could add to or remove from it.

1 Mr. Dykes said you could amend that everywhere in the code you see city  
2 administrator you can substitute city manager.

3 Comm. Hamilton said Mr. Dykes did a nice job with ordinance.

4 **ADJOURN**

5 With no further business before the Commission this evening, the budget  
6 workshop adjourned at 5:30 PM.

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Hubert B. Smith  
Mayor

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Katherine Hamilton  
Chair, VCA

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16 ATTEST:

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20 Tammy Johnson, CMC  
21 City Clerk

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\*\*\*A recording of the September 11, 2023, Commission meeting will be kept on  
the City's secure file server as a permanent part of these minutes.\*\*\*