

MINUTES
REGULAR MEETING OF THE MONTEZUMA
CITY COUNCIL
February 8, 2022

CALL TO ORDER: Mayor Johnson called the meeting to order at 6:00 PM.

INVOCATION: Mayor Johnson gave the invocation and attendees stood and said the "Pledge of Allegiance" in unison.

PRESENT: Mayor Nealie Johnson, Council Members: Daniel Porter, Cleveland Hobbs, Walter Felton, Byron Thompson, Danny Levie, and Charles Ivey; Special Projects Manager, Mel Fulghom; City Administrator, Joyce Hardy; City Attorney, Jon Coogle; Police Chief, Eric Finch; Public Works Chief, Tim Goodman; W/WW Plants Chief, Terry Cross, and W & S Line Maintenance Chief, Lonnie Shaw; DDA/Tourism Director, Angie Mathews

ABSENT: Fire Chief, Matthew Moye; City Clerk, Jennifer McCarthy

CITIZEN COMMENTS

CITIZEN # 1 Mr. Donnson Smith requested that the Mayor & Council refund monies that he had paid for water that he felt was in error or he would go to a "higher" authority. A meeting will be arranged for Mr. Smith to sit down with Mayor Johnson and someone from billing department to discuss. He has met with the former Mayor & the City Administrator and was not satisfied with the results of that meeting.

CITIZEN # 2 Mr. Allan Doherty appeared before Mayor & Council and expressed his opinions regarding the Special Called Meeting of February 7, 2022.

CITIZEN # 3 Ms. Dawn James appeared before Mayor & Council to offer her counseling services, free of charge, to Montezuma residents. She reiterated that "the children are our future".

SPECIAL ORDERS

THE CITY ATTORNEY ISSUED THE "OATH OF OFFICE" TO INCOMING COUNCIL MEMBER, CLEVELAND HOBBS, WHO WAS ELECTED BY COUNCIL TO FILL THE VACANT SLOT CREATED WHEN MAYOR PRO TEM NEALIE JOHNSON ASCENDED TO THE OFFICE OF MAYOR.

CONSENT AGENDA

MOTION # 1 TO ACCEPT ALL ISSUES ON THE CONSENT AGENDA, AS FOLLOWS:

TO APPROVE MINUTES OF REGULAR COUNCIL MEETING OF JANUARY 11, 2022, AND SPECIAL CALLED COUNCIL MEETING OF JANUARY 24, 2022, AS RECEIVED BY ALL MEMBERS.

TO AMEND PAY GRADE ALLOCATION SCHEDULE THAT WAS ADOPTED 10/1/2021. THIS AMENDMENT GIVES ALL EMPLOYEES A MINIMUM OF 5% SALARY INCREASE TO OFFSET INFLATION AND BASIC LIVING EXPENSES. THE AMENDED PAY GRADE ALLOCATION WILL BE EFFECTIVE 3/1/2022 AS WELL AS THE BUDGET AMENDMENT. A BUDGET AMENDMENT WILL BE MADE AT THE END OF FY22. (A copy of the new pay schedule is attached to and made a part of these minutes.) Attachment #1.

TO CREATE A NEW DOWNTOWN ECONOMIC DEVELOPMENT/TOURISM COORDINATOR POSITION. TO ESTABLISH A JOB DESCRIPTION, PAY RATE, ADVERTISE, AND INTERVIEW FOR THE POSITON. (A copy of the draft job description is attached to and made a part of these minutes.) Attachment #2

**MOTION BY: Mr. Hobbs
SECOND BY: Mr. Ivey**

VOTE: Approved with discountenance from Mr. Thompson

COUNCIL COMMENTS

Revised 2/14/2022(4:38 pm): Citizen #2 name corrected.

ADJOURN:

With no further business, the meeting was adjourned.



Nalie L. Johnson - Mayor



Joyce Hardy - City / Administrator

Revised 2/14/2022(4:38 pm): Citizen #2 name corrected.

CITY OF MONTEZUMA

**PAY GRADE ALLOCATIONS
MARCH, 2022**

	ENTRY LEVEL 1	
	HRLY	FT ANNUAL
UTILITIES CLERK	\$ 15.00	\$31,203
WATER METER READER	\$ 15.00	\$31,203
UTILITY BILLING CLERK	\$ 17.37	\$36,121
OFFICE CLERK AND/OR CASHIER	\$ 15.00	\$31,203
SR OFFICE CLERK	\$ 17.37	\$36,121
CLERK OF COUNCIL	\$ 17.37	\$36,121
ASSISTANT CITY CLERK	\$ 19.15	\$39,824
UTILITY BILLING SUPERVISOR	\$ 19.15	\$39,824
HR MANAGER	\$ 19.15	\$39,824
CITY CLERK	SAL	\$50,826
CITY ADMINISTRATOR	SAL	\$64,868
CITY MANAGER	SAL	\$71,517

II.

LABOR, MAINTENANCE, UTILITIES AND SUPERVISORY		
SEASONAL/TEMPORARY LABORERS	2	\$ 10.15 \$21,119
LABORER I	7	\$ 12.96 \$26,954
MAINTENANCE WORKER I	8	\$ 13.61 \$28,309
WWWTP OPERATOR/TRAINEE	8	\$ 13.61 \$28,302
EQUIPMENT OPERATOR - NO CDL REQUIRED	7	\$ 12.96 \$26,954
EQUIPMENT OPERATOR I - CDL REQUIRED	12	\$ 16.54 \$34,401
MAINTENANCE WORKER II	12	\$ 16.54 \$34,401
PLANT OPERATOR/MECHANIC	12	\$ 16.54 \$34,401
PLANT OPERATOR/LAB TECHNICIAN	11	\$ 15.75 \$32,763
ASSISTANT PUBLIC WORKS CHIEF	15	\$ 19.15 \$39,824
STREET EQUIPMENT OPERATOR - CDL REQUIRED	11	\$ 15.75 \$32,763
MAINTENANCE WORKER III	12	\$ 16.54 \$34,401
CREW LEADER	11	\$ 15.75 \$32,763

W/WWTP - LAB TECHNICIAN	15	\$	19.15	\$39,832
CHIEF OVER W & WW LINE MAINTENANCE OPERATIONS	20		SAL	\$50,826
CHIEF OVER W & WW PLANT OPERATIONS	20		SAL	\$50,826
CHIEF OVER PUBLIC WORKS	20		SAL	\$50,826
III. PUBLIC SAFETY				
SCHOOL CROSSING GUARD (PT)	6	\$	12.34	\$25,671
POLICE SECRETARY/RECEPTIONIST/RECORDS CLERK	6	\$	12.34	\$25,671
CERTIFIED FIREFIGHTER (On 24/Off 48) FF1	10	\$	11.03	\$31,203
POLICE CERTIFICATION CLERK/MGR	13	\$	17.37	\$36,121
FIRE CHIEF -	20		SAL	\$50,826
POLICE RECORDS/DATA PROCESSING MANAGER/SEC	15	\$	19.15	\$39,824
CERTIFIED POLICE OFFICER	15	\$	19.15	\$39,824
CERTIFIED POLICE OFFICER FTO	16	\$	20.10	\$41,815
POLICE INVESTIGATOR	15	\$	19.15	\$39,824
POLICE SERGEANT	16	\$	20.10	\$41,815
POLICE JUVENILE OFFICER	16	\$	20.10	\$41,815
POLICE LT.	17	\$	21.11	\$43,905
POLICE CAPTAIN	18		SAL	\$46,101
POLICE CHIEF	25		SAL	\$64,868

NOTE: Annual Salary Amounts Only Apply to Fulltime Positions

POSITION DESCRIPTION

Class Title: **Economic Dev/Tourism Coordinator**

Department: Administrative Grade Number:

GENERAL PURPOSE

Performs responsible administrative and technical work in promoting, assisting and expanding existing downtown businesses; directs and manages the operations of the downtown area; Directs and promotes tourism city-wide; although strong emphasis is expressed on the downtown area, business development city wide will be serviced by this position.

Guidance is received from the Mayor through periodic consultation. Performance evaluations are by the Mayor.

SUPERVISION RECEIVED:

Works under the broad supervision of the Mayor and City Manager.

SUPERVISION EXERCISED

Supervises and directs any contractors that are working in the downtown area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, develop, and execute activities assigned, within budgetary constraints.
- Understand and effectively respond to downtown business requests for financing, incentives, or other funding opportunities for business development and/or expansion in coordination with City staff.
- Manage all administrative aspects of the downtown business program, including implementing annual strategic planning, purchasing, record keeping, budget development, and accounting, as well as assisting with the preparation of reports to funding agencies; generate data for monthly reports to mayor and council, and maintain business and building inventory to track investment and job creation in the downtown district.
- Plan, organize, and implement strategies to promote Montezuma as an ideal business and industrial location;

- Prepare routine management reports as specified by the Mayor and City Council and present monthly during the regular scheduled council work session; Attends bi-weekly staff meetings, at City Hall.
- Work closely with local, state, and federal economic development partners in all facets of economic and business development.
- Perform economic development budgeting and administrative functions in coordination with the Finance Department and other core administrative staff.
- Direct, develop, plan, and implement long and short-term departmental goals and objectives; recommend and administer policies and procedures.
- Lead and assist with promoting downtown projects such as development initiatives, special events, and festivals.
- Manage and promote all city tourism.
- Attend important city and Downtown Development Authority (DDA) functions, events, and meetings and collaborate with the DDA/DA on economic development initiative/plans; Serves on the Downtown Development Authority.
- Attends Economic Development training
- Assist in the development of marketing brochures, promotional documents, and community informational materials.
- Communicate with and advise the Mayor and City Council, Project Manager, City Manager and the business community; interacting with a wide array of organizations and constituents to educate and build awareness of the City's economic development mission and priorities.
- Seeks out grants for projects planned for the downtown area; seeks out grants to promote tourism city-wide.
- Assists local businesses desiring to apply for City Revolving Loan funds; Does all preliminary legwork and presents applications to the Revolving Loan Fund Loan Committee, for recommendation to Mayor & Council.
- Perform other work-related duties, as necessary and/or assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

BS/BA degree from an accredited college or university with required coursework in economic development, business administration, marketing, public administration, or city planning.

Three (3) years of experience in economic development, public, or business administration, urban planning, finance, or a related field.

Any combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Skill in operation of listed tools and equipment.

(C) Good knowledge of modern office practices, procedures, equipment, and standard clerical techniques; of organizations, functions and activities of City government.

- (G) Ability to establish and maintain effective working relationships with co-workers, government officials and the general public.

TOOLS AND EQUIPMENT USED

mainframe computer terminal; personal computer including word processing and spreadsheet software; copy machine; calculator.

SPECIAL REQUIREMENTS:

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. **The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 2/08/2022

Revision History:

Distribution: