

Regular Board Meeting December 12, 2022

The Parsons City Council met for its regular monthly meeting, December 12, 2022, at 6:00PM in the city council room. Mayor Tim David Boaz called the meeting to order. Roll called by City Recorder:

Present

Kevin Cagle
Madison Cagle
Marty Carrington
John Odle
Dale Reynolds
Linda Taylor
Jimmy Lynn Walker

Absent

Visitors/in attendance

Lee Villaflor, City Administrator
Rick Wood, City Attorney
Colleen Lawlor, City Recorder
Wes Woodward, Interim Police Chief
Scott Courtney

Approval of regular monthly minutes November 2022:

Motion by: Kevin Cagle to approve/dispense reading Minutes
Second by: Marty Carrington
Vote: All Ayes

Approval of Financial Statements Oct 2022:

Motion by: Dale Reynolds to approve
Second by: Jimmy Lynn Walker
Vote: All Ayes

Community Forum:

Scott Courtney attended this meeting. He has intentions of opening a liquor store in the city limits of Parsons. Mayor Boaz stated that the city will need to come up with an ordinance to regulate liquor stores. There are several options that will need to be discussed and decided on.

All councilmembers were handed out a sample ordinance prior to the meeting that we can use as guidance for putting together one for the city. The council will need to decide on distance, number of licenses, and zoning locations allowed. The council will vote on the liquor ordinance at next month's meeting.

PROPOSED RESTRICTIONS **subject to change: must pass final 2nd reading vote for ordinance to be passed**

- 1) Footage: 300 Ft from churches, schools, hospitals, day cares, public library, or public park
- 2) Number of Licenses: 2 (Lottery pick if applications exceed allowed licenses)
- 3) Zoning Locations Allowed: B-1 and B-2

Communications from the Mayor:

The Mayor would like the Council to come up with a Policy on "Usage of trailer/Stage" that will include an agreed upon amount to charge when we rent out the tractor trailer stage. In the past, any rent funds that come in get applied to the Fire Department as a donation. This can be voted on at the next meeting.

New Business:

Mayor Boaz asked the council to approve the appointment of Wes Woodward as Safety Director (Police and Fire Chief). Wes Woodward has been Interim Police Chief since September 1, 2022.

Vote by Roll Call:

Kevin Cagle – YES

Madison Cagle – YES

Dale Reynolds – YES

Linda Taylor - YES

Marty Carrington – YES

John Odle – YES

Jimmy Lynn Walker - YES

Resolution No. 12122022-01 "City of Parsons interest in applying for 2023 THDA Home Grant"

Mayor Boaz stated that we met last week with Tom Skehan, a representative from SWTDD (South West Tennessee Development District) and Mecca Deere, Director of Parsons-Decaturville Housing Authority. The City has applied for this grant before and was unsuccessful. This is a 100% grant; no match and provides rehabilitation/repairs/and in some cases reconstruction of homes in our city. Homeowners go thru an application and qualification process to be considered for this program. The City of Parsons seeks to apply for the maximum allowed amount with Council approval.

Motion to approve: Dale Reynolds

Second by: Marty Carrington

Vote: All Ayes, Non opposed

Old Business:

Second Reading of Ordinance 405: Entitled "Ordinance to Establish an Updated Occupational Safety and Health Program Plan, Devise Rules, and Regulations, and to provide for a Safety Director and the Implementation of Such Program Plan"

Motion to Approve by: Dale Reynolds

Second the Motion: John Odle

Vote: All Ayes, None Opposed

Second Reading of Ordinance 406: Entitled "Ordinance to Require Certified Funds to Restore Utility Services after Disconnection Due to Non-Payment"

Motion to Approve: Kevin Cagle

Second the Motion: Madison Cagle

Vote: All Ayes, None Opposed

Second Reading of Ordinance 407: "Ordinance to Adjust Bulk Water Rates"

Motion to Approve: Dale Reynolds

Second the Motion: Madison Cagle

Vote by Roll Call: All Ayes, None Opposed

Changes to the Handbook were discussed and approved at this meeting. These changes are listed below:

1) Page 2 - HOURS OF WORK

"It is the Policy of City of Parsons to ~~begin work at 8:00AM and end at 5:00PM~~ to work an 8 hours work day between the hours of 7:30AM and end at 5:00PM, including one hour for lunch. The normal full time work week consists of 40 hours, five days per week, Monday through Friday. Hours may vary for certain employees whose job may require to work other schedules based on the needs of the city. Add: Public Safety officers work week consists of 42 hours.

2) Page 3 - HOLIDAYS

"New Year's Day, Martin Luther King, Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and one working day after Thanksgiving Day, Christmas Day and one working day after before or after Christmas Day."

3) Page 4 – LEAVE

~~“Approved~~ Vacation Leave: ~~After ninety days~~ **is available to use after one year** of municipal employment all officers and employees shall accrue vacation leave at the rate of specified in the table that follows below:

Group #	Years of Municipal Svc	Vac Leave Per Year	Max Accrual Allowed
1	90 days One (1) Year to 3 years	5 days	10 days
2	4 years to 10 years	10 days	15 days
3	11+ years	15 days	15 days

Add: **“Vacation pay in lieu of time off: The City of Parsons offers a maximum of 40 hours paid vacation in lieu of time off per fiscal year.”**

4) Page 7 – SICK LEAVE

“Absence from work due to sickness or injury will **may** require competent medical evidenced from a health care provider verifying the necessity for the employee to be off work due to the employee's or employee's family member’s medical condition”

5) Page 8 – DENTAL & VISION INSURANCE

~~“Limited Dental & Vision Insurance is currently provided at City cost for full time 40 hours employees”~~ **“The City of Parsons does not offer dental or vision insurance at this time”.**

~~“Note: Employees who work 32 hours per week may still be eligible for health insurance on a partial pay basis. Other benefits will be prorated based on the employee’s work week. (For example, a 32 hour employee, will be required to pay 1/5 of the cost of his/her medical coverage; the employee will only receive 6.4 hours of compensation for each personal day off credit used or in the alternative will only receive 6.4 hours of credit per month; Vacation time will be limited to 4 day weeks instead of 5 day weeks, etc.)”~~

6) Page 12 – TIME OFF IN LIEU OF OVERTIME (COMPTIME)

“It is the policy of City of Parsons that non-exempt employees who work ~~on a Sunday~~ **over 40 hours in a pay period** may have the option of taking equivalent time off in lieu of being paid time and half for ~~Sunday~~ **these hours** worked. **Public Safety Officers must work over 42 hours in a pay period to earn comp time.**

If an employee is eligible to be paid overtime ~~is assigned work on Sunday~~, he/she may request equivalent time off in lieu of being paid overtime. They have this option provided:

- The employee’s supervisor approves the arrangement
- The time off is taken within ~~the same period as the Sunday that they worked~~ **30 days, or approved by the Mayor or city council.**
- Monthly submissions required, unless otherwise approved by the Mayor or city council
- The employee and his/her supervisor complete the Compensatory Time-Off Request and have it properly approved **(MUST LINK COMP TIME IN COMMENT AREA - for documentation purposes).** A copy of this approved request form should be attached to the employee's time sheet for the applicable pay period.
- The employee cannot take Compensatory time off in lieu of being paid overtime without obtaining proper written approval of taking time off.

Motion to approve changes: John Odle

Seconded by: Marty Carrington

Vote by Roll Call:

Kevin Cagle – YES

Madison Cagle – YES

Dale Reynolds – YES

Linda Taylor - YES

Marty Carrington – YES

John Odle – YES

Jimmy Lynn Walker - YES

Adjourn:

Dale Reynolds motioned to adjourn the meeting. Second by Jimmy Lynn Walker. Vote: All Ayes

Tim David Boaz, Mayor

Colleen Lawlor, City Recorder