



# TOWN COUNCIL WORKSHOP MINUTES

**THURSDAY, JANUARY 23, 2024 – 2:00 P.M.  
PIERSON TOWN CENTER**

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**1. Call meeting to order**

Mayor Gray Leonhard called the meeting to order at 2:00 P.M. and asked Town Clerk Yvonne Braddock to take the roll call.

**2. Roll call**

PRESENT:

- Mayor Gray Leonhard
- Vice Mayor Robert Greenlund
- Councilmember Jimmy Anderson
- Councilmember Linnie Richardson
- Councilmember Brandy Peterson

Deputy Clerk Ryan Smith, Utility Clerk Marci Nichols, and the Public Works employees were also in attendance.

**3. Invocation and Pledge of Allegiance**

Councilmember Linnie Richardson gave the invocation, which was followed by the Pledge of Allegiance.

**4. NEW BUSINESS**

a. Public Works – Mayor Gray Leonhard

Mayor Gray Leonhard said he had asked Town Clerk Yvonne Braddock if the Public Works employees had a job description. Mayor Leonhard felt that Public Works employees should have a general job description because it was difficult to evaluate an employee or critique their performance without a job description for their position. Mayor Leonhard obtained example job descriptions for various Public Works positions from other municipalities. Mayor Leonhard said he did not think employees had ever been evaluated.

Councilmember Linnie Richardson stated that employees should be reviewed quarterly according to the personnel regulations. Mayor Leonhard said he did not think that had occurred. He felt that reviews would be helpful to justify things such as pay raises.

Councilmember Brandy Peterson felt that the workshop should have encompassed all employees. Councilmember Peterson said the Council was not following the personnel handbook and asked why job descriptions were needed.

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Mayor Leonhard said he felt a job description would act as a guideline for employees. Vice Mayor Robert Greenlund noted that the three Public Works employees did everything.

Councilmember Jimmy Anderson said all three Public Works employees had the same tasks.

Councilmember Linnie Richardson said the employees knew what their general job descriptions entailed, but felt that the Council should be more specific with certain areas or changing up certain areas.

Town Attorney Scott Simpson said every municipality he worked for had job descriptions for their employees. Mr. Simpson noted that it helped to set pay ranges, determine raises, outline specific requirements for each job such as licensure, and assist with the hiring process of new employees.

Mr. Simpson and the Council briefly discussed that job descriptions could also help to protect the Town when it came to the discipline or termination of employees.

Mr. Simpson said the current employees could assist in drafting their own job descriptions. Mr. Simpson offered his assistance in drafting and reviewing job descriptions. He agreed that each employee should have one.

The Council agreed that schedules of specific areas assigned to each Public Works employee would be maintained internally and not incorporated into the general job descriptions.

Mr. Simpson stated that the Council could discuss items that were not on the agenda because it was not taking action on the items.

Mr. Simpson recommended that job descriptions be drafted for all positions by the Clerk's office and sent to him for review. He asked the Council if they wanted the job descriptions to include a pay range. The Council said they did not.

The Council asked the Clerk's office to prepare drafts for job descriptions.

Councilmember Jimmy Anderson asked Mr. Simpson for clarification on his role as Public Works Director. Mr. Simpson stated that Councilmember Anderson's authority would be to carry out the policy decisions of the Public Works Department as set by the Council, including ensuring that employees were following their job descriptions and that the department was staying on budget. Mr. Simpson said the Public Works Director would serve as the liaison between Public Works and the Council.

Councilmember Brandy Peterson asked if each Committee Chair would be responsible for bringing information to Council regarding their respective committees or departments. Mr. Simpson said a city administrator or manager is usually in charge of all departments and answers to the Council. Mr. Simpson said this manager runs the day-to-day operations of the municipality.

94 Mr. Simpson said he could not find any purchasing regulations in the Town's Code of  
95 Ordinances. Deputy Clerk Ryan Smith said the Town should look into drafting a purchasing  
96 ordinance to ensure that the purchasing policies were documented.

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98 Mr. Simpson said he would provide example purchasing ordinances. He said cities would  
99 typically have amount-based thresholds in the ordinances to determine the number of quotes  
100 required or if the item would have to go out for bid. Mr. Simpson said the Council would  
101 often set the budget and the parameters of a purchase and then allow the city administration  
102 to select and schedule the vendor.

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104 **5. ADJOURNED**

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106 **Hearing no further business, meeting adjourned at 2:51 P.M.**

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108 Minutes prepared by:

Minutes approved by:

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Ryan Smith, Deputy Town Clerk

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Gray Leonhard, Mayor

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