

**CITY OF ETOWAH, TENNESSEE
COMMISSION MEETING**

Record of Minutes of Special Called **Meeting Date** May 7, 2015 **Sheet No.** 1

A special called meeting was held on Thursday, May 7, 2015 at 5:30 p.m. in the Council Chambers of City Hall, 723 Ohio Avenue, Etowah, Tennessee to discuss the City Manager’s Annual Evaluation, his contract, and a Safe Routes to Schools update. All commissioners were present with the exception of Commissioner Jim Swayne. Also present was Finance Director Rebecca Penney and City Manager, Matthew Gravley, and recording secretary Eva Valentine and MTAS representative Margaret Norris.

Mayor Burke Garwood called the meeting to order at 5:30 p.m.

NEW BUSINESS

Ms. Norris was held up in traffic so the Commission decided to hear the update for the Safe Routes to Schools.

City Manager, Gravley stated the grant process has been in process since 2011 and is asking the Commission to approve an additional \$5,500.00 for the additional bid documents required. The Development District have approved McGill and Associates to complete this task.

Mayor Burke Garwood made a motion to accept the bid for \$5,500.00 from McGill and Associates and Commissioner Jason Cardin seconded the motion and motion carried with a unanimous Commission vote.

Mr. Gravley also informed the Commission of the need to renew or amend due to the NEPA phase requiring a full year to complete and now the contract will extend for another two years, which will now go through May 19, 2017. The mayor will need to sign the amendment.

After a brief recess, Mayor Garwood called the meeting back to order and Ms. Norris came forward to present the findings of the City Manager Annual Evaluation.

Ms. Norris presented each commissioner with the reports and gave a brief explanation of how the report is to be interpreted. She stated Mr. Gravley’s average score was a 3.6575 which equates to “meets expectations”. She also stated that Mr. Gravley essentially has five bosses and suggested the Commission determine specific goals and objectives to be completed during the next review period in order to have one voice with a more clearly defined path for the City Manager.

Mayor Garwood then asked the Commission if they wanted to retain Mr. Gravley as City Manager of Etowah for the next year.

Commissioner Jason Cardin made a motion to retain Mr. Gravley for another year and Mayor Garwood seconded the motion. Mayor Garwood called for a roll call vote:

Jim Bull- Aye

Burke Garwood- Aye

David James-Aye

Jason Cardin – Aye

Motion carried with a unanimous commission vote.

Vice-Mayor David James made a motion to approve the same pay raise as the other city employees which is 1.7% and Commissioner Jason Cardin seconded the motion. After much discussion Vice-Mayor David James called to question and a vote was called and motion carried with a unanimous Commission vote.

There was some confusion as to if this was an add-on to the 1.7% Cola all City employees will receive. Mayor Garwood clarified this was not an add-on.

Commissioner Jason Cardin called for a time-out stating he was rescinding his motion and Vice-Mayor James concurred he was in agreement to rescind his motion as well.

Commissioner Jason Cardin made a motion to approve a flat 3% increase for Mr. Gravley effective July 1, 2015. Commissioner Jim Bull seconded the motion and motion carried with a unanimous Commission vote.

OLD BUSINESS

ADJOURNMENT

A motion was made by Mayor Burke Garwood to adjourn the meeting, and Commissioner David James seconded the motion and motion passed unanimously by a commission vote.

Burke Garwood, Mayor

Rebecca Penney, City Recorder

Respectfully submitted by:

Eva Valentine, Recording Secretary