

**MINUTES OF A REGULAR MEETING  
OF THE CITY COUNCIL OF  
THE CITY OF HARTSELLE, ALABAMA  
DECEMBER 11, 2018**

The City Council of the City of Hartselle, Alabama, met in a regular session at 7:00 p.m. on Tuesday, December 11, 2018, inside the Council Chambers at the Hartselle Municipal Building. Council President Kenny Thompson called the meeting to order.

Council Member Chuck Gill led the invocation. Mayor Randy Garrison led the Pledge of Allegiance.

The following were present for the meeting: Council President Thompson, Council Members Dwight Tankersley, Chuck Gill, Virginia Alexander and Matt Broom, Mayor Randy Garrison, City Attorney Larry Madison, and City Clerk-Controller Rita S. Lee, who also acted as Secretary of the meeting. Having a quorum present, Council President Thompson declared the proceedings open for business.

Council President Thompson called for approval of the minutes from the regular meeting held on Tuesday, November 27, 2018. Council Member Alexander motioned to approve the minutes; Council Member Gill seconded the motion. Motion carried by unanimous voice vote.

Council President Thompson called on Melee Laney, Human Resources Administrator, to discuss the first item on the agenda, the request to consider updating the job description for the Administrative Technician position. She explained due to the resignation of an employee in City Hall, changes are being made, pending the approval of the job descriptions, on how the front office operates. She explained the position being discussed would handle all the administrative support for the Mayor and all departments of City Hall, as well as cover the front desk, both with walk-in traffic and answering the phone, as well as offer backup to the newly created position of Revenue Officer. Council Member Broom motioned to approve the updated job description; Council Member Gill seconded the motion. Motion carried by unanimous voice vote.

Council President Thompson then asked Ms. Laney to discuss the request to consider a new job description for Revenue Officer. Ms. Laney explained this job description is a new position that will issue all licenses and permits, coordinates all tax collection for both Administration and the Building Department, as well as provide backup for the Administrative Technician position. Mayor Garrison mentioned he was totally in support of the changes being discussed and recommended the Council approve the new job description. Council Member Alexander motioned to approve the new job description; Council Member Broom seconded the motion. Motion carried by unanimous voice vote.

Council President Thompson called on Mayor Randy Garrison to discuss a request for a budget transfer from the Public Works Department. Mayor Garrison explained he had received a request from David VanKoughnett, Public Works Supervisor, for a budget transfer in the amount of \$1,200.00 from Shop Minor Equipment and \$1,000.00 from Shop Advertising to Sanitation Office Supplies to cover the cost of printing the recycling calendar mail out back in September when changes were made to the pickup schedule. Council Member Gill motioned to approve the budget transfer; Council Member Broom seconded the motion. Motion carried by unanimous voice vote.

Council President Thompson addressed the next item on the agenda, which was to consider appointing a Police Chief. He mentioned the Council had conducted interviews at a work session the previous evening of two very qualified individuals for the position, Captain Tom Sparks and Lieutenant Justin Barley. Council Member Alexander stated she agreed that the Council had two excellent candidates to choose from, and that she had enjoyed the interviews and presentations very much. She then made a motion to appoint Lieutenant Justin Barley as Acting Police Chief, effective January 1, 2019; Council Member Matt Broom seconded the motion. Motion carried by unanimous voice vote.

Council President Thompson called for comments from the Mayor, Council Members and the City Attorney. Mayor Garrison reminded everyone that the Christmas Parade had been postponed until December 20<sup>th</sup>. He congratulated Lieutenant Barley on his appointment and stated he felt that both candidates were very qualified for the position. Council Member Gill also congratulated Lieutenant Barley and noted that both candidates were very qualified for the position. Council Member Tankersley also stated that both candidates were very qualified and stated the final decision came down to the interviews. Council Member Broom and Alexander both stated the same and expressed congratulations to Lieutenant Barley. City Attorney Madison congratulated him as well, reminded him the appointment only took effect upon Police Chief Puckett's retirement on December 31<sup>st</sup>, and that it is up to the Council's discretion how long the appointment is "Acting" as opposed to a permanent appointment. Council President Thompson also stated the Council was very impressed with both candidates and both had excellent interviews.

Council President Thompson called for comments from the audience. None were made.

With no other business to come before the Council, Council Member Gill motioned to adjourn the meeting; Council Member Alexander seconded the motion and the meeting adjourned at 7:10 P.M.

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Kenny Thompson  
Council President

ATTEST:

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Rita S. Lee, City Clerk-Controller