

Meeting Minutes

January 6, 2020

The Mayor and Board of Commissioners of the City of Sweetwater met in their regular monthly meeting on Monday, January 6, 2020. A quorum was present with Commissioners present being: Commissioners Hughes, West, and Stockton. Commissioners Moser and Richeson were absent due to sickness. City Attorney John Cleveland was present.

The minutes for the meeting of December 2, 2019 were in the Commissioner's packets. Commissioner Stockton moved to approve the minutes, with Commissioner Hughes seconding the motion. All voted in favor to approve the minutes, with none opposed. The motion was carried.

The November distributions report was reviewed by the Recorder. Commissioner Stockton moved to approve the distributions, with Commissioner West seconding the minutes. All voted in favor to approve the minutes, with none opposed. The motion was carried.

After the Recorder's report, Commissioner Hughes moved to approve the distributions for the month of December, 2019. Commissioner West seconded the motion. All voted in favor, with none opposed. The motion was carried.

A public hearing was opened to take comment on the Resolution to amend the employee handbook. No written or oral comments were given. The public hearing was closed at 5:10 p.m.

In New Business, Commissioner West moved to approve the Resolution to amend the Employee Handbook to change the reimbursement policy to coincide with state rates. Commissioner Stockton seconded the motion. All voted in favor, with none opposed. The motion was carried.

Resolution

TO AMEND SECTION SEVEN B OF THE EMPLOYEE HANDBOOK

Whereas, many of the tasks described in the Employee Handbook of the City of Sweetwater require City employees to travel in the course and scope of their employment;
and

Whereas, City employees should not have to spend their own funds for housing

and meals required by the City for City business; and

Whereas, the Mayor and Board of Commissioners find it in the public interest to amend the requirements of the Employee Handbook of the City of Sweetwater regarding the City's reimbursement of expenses incurred by its employees in the course and scope of their employment; now

Therefore, be it resolved that Section Seven – Miscellaneous Policies, Subsection B. Trip Reimbursement, be amended by deleting the existing text of said Subsection *in toto*

and substituting in its place and stead the following provisions, *to-wit*:

B. TRIP REIMBURSEMENT.

No trip that involves reimbursement and/or municipal government expense shall be undertaken without prior approval of the appropriate Department Head and/or Commissioner. Meals and incidentals shall be reimbursed at the state rate in effect at the time of the expense or upon submission of receipts or affidavits for actual costs. For details see Tennessee Department of Finance and Administration, Standard Reimbursement Rate Schedule, [https:// www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy8.pdf).

Adopted this ___ day of January, 2020.

DOYLE LOWE, Mayor

ATTEST:

JESSICA MORGAN, City Recorder

A copy of the current Capital Improvement plan was included in the Commissioner packets for preparation of the new draft, to be discussed starting the January workshop.

Mayor Lowe announced the City of Sweetwater will be receiving another tourism award on February 7, 2020 from the 9 Lakes Tourism Association. He also commended the Police Department and Parks and Recreation Department for their work in moving to their new locations and keeping under budget. City Planner noted a busy agenda coming up for planning commission, including a proposed annexation and subdivision plats.

No further action was taken. The meeting was adjourned at 5:18 p.m.
This the 6th day of January, 2020.

DOYLE LOWE, Mayor

ATTEST:

JESSICA MORGAN, City Recorder