

**Regular City Meeting  
of the  
Clifton Board of Commissioners  
March 23, 2020**

**Present:**

Randy Burns, Mayor  
Eva Ruth Warren, Commissioner  
Mark Staggs, Commissioner  
Bill Willoughby, Commissioner  
Doug Kibbey, City Manager  
Kiersten Rainey, Finance Director  
Barbara Culp, City Recorder

**Absent:**

Layton Packwood, Vice Mayor

**Visitors:**

Ms. Jessica Sems, Nurse Practitioner & Coworker  
Byron Skelton  
Renaë Purdy, JECD Director  
Ron Arnold  
David Tubbs

The meeting was called to order by Mayor Burns. A motion was made by Commissioner Warren to approve the minutes of the previous meeting. The motion was seconded by Commissioner Staggs, and carried unanimously.

**New Business from Audience**

Mr. David Tubbs came before the Commission to ask for an adjustment of his utility bill. He said the bill was excessive especially when the residents were gone most of the time. The commissioners reviewed the last several bills for his account, and found that they were much lower. After a discussion, a motion was made by Commissioner Staggs

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to adjust Mr. Tubbs utility bill per the City's adjustment policy. The motion was seconded by Commissioner Willoughby, and carried unanimously.

Nurse Practitioner Jessica Sems addressed the Commission concerning the Corona Virus. She stated that the commissioners should read the Governor's Executive Order about the importance of social distancing. She said she could not believe the commissioners were having a meeting. She asked that the Commission ask the citizens to stay at home. Mr. Byron Skelton said that the Cities of Selmer, TN, and Columbia, TN just issued a state of emergency today. Commissioner Staggs said he is all for asking the residents to stay at home. Commissioner Willoughby said he really did not want to attend the meeting because of the situation. The mayor said he thinks the City Commission should do something. After further discussion, a motion was made by Commissioner Willoughby to pass a Resolution urging the citizens of Clifton to stay at home. There was no second to the motion. Ms. Sems departed and said that she would return with additional information.

**T.S. Stribling House Report**

The city manager said the Stribling House is in bad shape. The floors are not level, there are major structural problems underneath the house, and the roof needs replacing. Mr. Ron Arnold said the foundation footers on the back of the house are gone. He stated that there needs to be two beams installed under the house. He said he would be available to help basically as a management consultant. Mr. Arnold estimated it would cost approximately \$20,000.00 to repair the foundation. He suggested that the City order the materials, and use the

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City's backhoe for the work needed. This would save money. Once the foundation is repaired, and the roof is installed other preservation work can begin on the house. A motion was made by Commissioner Staggs to approve repair work on the Stribling House. The motion was seconded by Commissioner Warren.

Roll Call Vote:

Commissioner Warren-----Yes

Commissioner Staggs-----Yes

Commissioner Willoughby-----Yes

Mayor Burns-----Yes

The motion carried unanimously.

**Retiree Healthcare**

There was a discussion concerning which State option to choose for retiree health insurance. The commissioners reviewed information presented by the city manager. A motion was made by Commissioner Staggs to go with Option 2, and pay insurance premiums based on a percentage calculated by the number of years an employee has worked for the City of Clifton. The motion was seconded by Commissioner Warren, and carried unanimously.

**Resolution-Employee Handbook**

The city manager explained the changes that had been made to the employee handbook. A motion was made by Commissioner Warren to approve the City's revised employee handbook. The motion was seconded by Commissioner Staggs, and carried unanimously.

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**Lapa Loop/Lapa Lane-Bid Award**

A motion was made by Commissioner Staggs to award the bid for work on Lapa Loop, and Lapa Lane to Tinin Contracting. There will be nine culverts installed, and the base will be settled before any paving is done. The motion was seconded by Commissioner Warren, and carried unanimously.

**Land Swap Proposal**

The city manager explained that Mr. Fred Gillham would like to swap some land with the City. The City owns a one-third share of the property located next to the Clifton Marina, and Mr. Gillham owns property next to where the new stage has been built. He would like to swap his property (6 acres) for the City's portion of the property next to the marina (2 acres). There was a discussion but no action was taken. This was tabled until the next city meeting.

**Department Reports**

The city manager reported that they are moving forward with the GIS Mapping System for the City.

Ms. Jessica Sems returned, and presented information on what the governor is urging citizens of Tennessee to do in light of the Covid-19 Pandemic. The city manager read a section of the order. He said if the City declares an emergency he would be able to make decisions without going before the Board. The mayor said he feels we should follow the governor's guidelines. A motion was made by Commissioner Warren that the City of Clifton follows the guidelines set forth by the Governor, and urge the citizens to abide by social distancing. The

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motion was seconded by Commissioner Willoughby, and carried unanimously. Mayor Burns suggested we conduct future city meetings electronically like the governor's order suggests.

There being no further business, the meeting was adjourned.

  
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MAYOR

  
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CITY RECORDER