

Mayor Edna B. DeVries  
 Deputy Mayor Sabrena Combs  
 Council Member Julie Berberich  
 Council Member Richard W. Best  
 Council Member Steve Carrington  
 Council Member Brian Daniels  
 Council Member Jill Valerius

City Attorney Michael Gatti  
 City Manager John Moosey

**City of Palmer, Alaska**  
**Special City Council Meeting**  
**July 27, 2021, at 5:00 PM**  
 City Council Chambers  
 231 W. Evergreen Avenue, Palmer  
[www.palmerak.org](http://www.palmerak.org)

## **AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF AGENDA**

**E. AUDIENCE PARTICIPATION**

**F. NEW BUSINESS**

- 1. City Clerk Interview Process Discussion .....Page 3
- 2. City Clerk Interviews
  - a. Vanessa Mutchnik.....Page 5
  - b. Glenda Worsham.....Page 23
  - c. Deana Smith.....Page 41

**G. EXECUTIVE SESSION**

- 1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Clerk Candidates  
 (Note: All City Clerk candidates may be discussed during the executive session. Personnel action regarding the City Clerk Candidates may be taken following the executive session)

**H. RECORD OF ITEMS PLACED ON THE TABLE**

**I. COUNCIL COMMENTS**

**J. ADJOURNMENT**



## Application Review Instructions

Please adhere to the following when reviewing applications:

- Do not contact the candidate, references, or any mutual contacts to obtain information on the candidate.
- Do not search online for information regarding the candidate (i.e. Facebook, LinkedIn, or any type of internet search).
- Do not make any notes regarding a candidate prior to the interview, all notes are subject to release.

Interview Questions will be provided prior to the interviews.



City of Palmer  
City Clerk Requisition  
July 2021

Minimum Qualifications as outlined in the job description:

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least five years of high level administrative or management experience, preferably in municipal government.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

- Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) is preferred.

Applicant: Vanessa Mutchnik

Education: Bachelor's Political Science

Experience as a City Clerk: Yes

Previous experience in municipal government: Yes

CMC Certification: Yes

NOTES: Master Municipal Clerk Certification

**Vanessa Mutchnik Mutchnik, MMC**

[REDACTED]

[REDACTED]

June 14, 2021

City of Palmer  
Human Resources Department  
231 W. Evergreen Avenue  
Palmer, AK 99645

Attention: City Clerk Position

Dear Hiring Manager,

Please accept this letter and resume as notice to you of my interest in the position for City Clerk Position for the City of Palmer. I am confident that upon review of my educational and professional achievements, you will find my credentials well-suited for this position.

As indicated on my resume, I have worked as a municipal clerk for over the past 16 years. I started in local government in January 2004 as the Assistant to the Town Manager/Deputy Clerk for Town of South Palm Beach. I was promoted to Town Clerk a year later. In this position, I not only handled the clerk duties but was also in charge of the human resource and finance department. I quickly learned the art of multitasking. I stayed in this position until January of 2008, when I was offered the Town Clerk position in the Town of Juno Beach. In the Town of Juno Beach, I handled all day-to-day functions, as well as the front desk department, website, and coordinator for the monthly special Town events. After 10 years with the Town of Juno Beach, I was offered the position of Town Clerk/Human Resources Manager with the Town of Jupiter Island. My organization and multi-tasking skills were able to shine in this position. I not only handled all the human resources responsibilities for the 100 Town employees but served at the Town Clerk. I was in this position for almost 3 years.

Not reflected on my resume are the following additional qualifications that I would bring to this position:

- Ability to relate well with others
- Enthusiasm and initiative
- Knowledge of community dynamics
- Strong analytical skills
- Broad generalist background
- Concern for performance and accountability
- Strong customer service orientation

I am anxious to discuss my qualifications with you in greater detail and look forward to hearing back from you regarding this opportunity. Thank you for your consideration.

Sincerely,

*Vanessa M. Mutchnik*

Vanessa M. Mutchnik, MMC

# VANESSA M. MUTCHNIK

Administrative Director with over 16 years experience in municipal government management. Dedicated civil servant with the ability to multi-task and handle several projects at once. I have a strong desire to civil service and working in local municipal government.

## WORK EXPERIENCE:

### **Town Clerk/Human Resources Manager**

#### **Town of Jupiter Island, Florida 03/2018 – 12/2020**

- Streamlined employee recruitment for the Town by hiring and retaining over 50 employees within 2 years of employment and facilitated their enrollment by overseeing all background checks, drug screenings and credit checks.
- Administered and guided employee benefits (medical, dental, vision, 401K and 457 plans, short- and long-term disability), worker's compensation claims, FMLA request, short- and long-term disability claims and Town policies and procedures.
- Worked closely with the Town's Labor Attorney on the development of the Town's Statements of Understanding and COVID Statement of Understanding in regards to the COVID-19 CARES ACT.
- Managed the Town's property and liability insurance conducting yearly review and renewals, resulting in a 10% reduction in the insurance premium.
- Performed the statutory duties of Town Clerk pursuant the Town Charter by certifying and attesting all Town documents, kept the "Town Seal", completed public records request, coordinated records retention, legal notification and bid openings, in accordance with Florida State law.
- Oversaw the day-to-day functions of the Town Clerk's office and the 14 Town Boards and Commissions by preparing dockets, attending all meetings, transcribing minutes, drafting resolutions, ordinances and proclamation and researching agenda items.
- Served as the Election Supervisor for the Town, facilitating the Town's municipal election, certifying the results, and swearing in new elected officials.

### **Town Clerk**

#### **Town of Juno Beach, Florida 01/2008 – 03/2018**

- Oversaw the day-to-day functions of the Town Clerk's office by supervising both the executive secretary and front desk receptionist, prepared and attended all Council and Board meetings, transcribed the minutes, drafted resolutions and ordinance for the Town Council to approve, attested all Town documents, maintained an accurate up-to-date filing system, managed the Town's records department, prepared the yearly budget for my department, facilitated the ethics training for elected officials and facilitated all public records request in accordance with Florida state law.
- Served as the Town's Elections Supervisor for 8 municipal elections by preparing and providing the necessary documentation for residents to run for an open position and ensured that the candidates and the Town were in compliance the State of Florida Election Code.
- Maintained relationships with Local and State Representatives as well as County Commissioners and other Municipal Representatives, including communication between the Town Council, their constituents, and various media outlets.
- Facilitated in the development of the Town website, making it easier for the public to access information and managed the social media for the Town, ensuring the Town's social media pages were up-to-date and informed the public with accurate important information.
- Public Information Officer (PIO) for the Town under the National Incident Management Systems (NIMS) during a national disaster.

- Coordinated the yearly community events for the Town by contacting vendors, applying for permits and effectively advertising the event.
- Implemented the “Juno Beach Contact Program”, a welfare check service for residents of Juno Beach.

**Town Clerk/Assistant to the Town Manager**

**Town of South Palm Beach, Florida            01/2004 – 01/2008**

- Responsible for all the Town human resources functions, including hiring, training and supervising of administrative support staff as well as performed all the accounts payable duties and the bi-weekly payroll.
- Oversaw the day-to-day functions of the Town Clerk’s office by maintaining an accurate up-to-date filing system, drafted resolutions and ordinances, prepared and attended all Town Council and Board meetings, transcribed minutes, certified and attested all Town documents, facilitated public records request and was the records retention coordinator for the Town as well as the Town’s Election Supervisor.
- Supervised Building Department by assisting with permit applications and business occupational licenses and assisted with the Finance Department, working closely with the Town Manager to prepare yearly budget, making sure all departments were fiscally equipped to operate at the highest efficiency.
- Point of contact person between the elected Town Council Members, their constituents and various media outlets.

**EDUCATION:**

Florida State University, Tallahassee, FL

**Master of Science in Applied American Politics, 2003**

Florida State University, Tallahassee, FL

**Bachelor Degree in Political Science, 2002**

**CERTIFICATIONS:**

- *Master Municipal Clerk, February 2013*
- *Certified Municipal Clerk, September 2010*

**TECHNOLOGY SUMMARY:**

- *MS Office (Word, Excel, PowerPoint, Publisher)*
- *Laserfiche Records Management,*
- *Optiview Records Management*
- *BS&A Software*

**PROFESSIONAL AFFILIATIONS:**

- *International Institute of Municipal Clerks,*
- *Florida Association of City Clerks*
- *Palm Beach County Municipal Clerks Association*



## References

- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]

**Contact Information -- Person ID: 27054470**

Name: Vanessa M Mutchnik Address:

Home Phone: Alternate Phone:

Email: Notification Preference: Email

**Personal Information**

Driver's License: Yes, Florida ,

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Master's Degree

**Preferences**

Minimum Compensation: \$40.00 per hour;  
\$70,000.00 per year

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Types of shifts you will accept: Day , Evening , Night ,  
Rotating , Weekends ,  
On Call (as needed)

**Objective**

My objective is to work in a local government entity where I can utilize my years of government experience and education and make a significant positive impact on the organization and City.

**Education**

**College/University**  
*Florida State University*  
-  
Tallahassee, Florida

Did you graduate: Yes  
Major/Minor: Applied American Politics  
Degree Received: Other

**College/University**  
*Florida State University*  
-  
Tallahassee, Florida

Did you graduate: Yes  
Major/Minor: Political Science  
Degree Received: Bachelor's

**Work Experience**

**Town Clerk/Human Resources Manager**  
3/2018 - 12/2020

Town of Jupiter Island  
2 Bridge Road  
Hobe Sound. Florida 33455

Hours worked per week: 40  
Monthly Salary: \$7,000.00  
Name of Supervisor: Michael Ventura - Town Manager  
May we contact this employer? Yes

**Duties**

- Streamlined employee recruitment for the Town by hiring and retaining over 50 employees within 2 years of employment and facilitated the enrollment by overseeing all background checks, drug screenings and credit checks. I was also the administer for employee benefits (medical, dental, vision, 401K and 457 plans, short- and long-term disability), worker's compensation claims, FMLA request, short- and long-term disability claims and Town policies and procedures.

- Worked closely with the Town's Labor Attorney on the development of the Town's Statements of Understanding and most recently COVID Statement of Understanding in regards to the COVID-19 CARES ACT.
- Administrator for the Town's property and liability insurance conducting yearly renewals and accomplishing a 10% reduction in the liability insurance for the past 2 years.
- Performed the statutory duties of Town Clerk pursuant the Town Charter by certifying and attesting all Town documents, was the official keeper of the "Town Seal as well as facilitated public records request, records retention, legal notification and bid openings, all in accordance with Florida state law.
- Oversaw the day-to-day functions of the Town Clerk's office by preparing and attending all Commission and Board meetings, transcribing minutes, drafting resolutions, ordinances and proclamations, researching agenda items, managed 14 Town Boards and Committees and conducted the yearly ethics training in accordance with Florida state law.
- Served as the Election Supervisor for the Town, facilitating the Town's municipal election, certified the results and swore in new elected officials.

**Reason for Leaving**

position was eliminated

**Town Clerk**

1/2008 - 3/2018

The Town of Juno Beach  
340 Ocean Drive  
Juno Beach, Florida 33408

Hours worked per week: 40

Monthly Salary: \$6,000.00

Name of Supervisor: Joseph Lo Bello - Town Manager

May we contact this employer? Yes

**Duties**

- Oversaw the day-to-day functions of the Town Clerk's office by supervising both the executive secretary and front desk receptionist, prepared and attended all Council and Board meetings, transcribed the minutes, drafted resolutions and ordinance for the Town Council to approve, attested all Town documents, maintained an accurate up-to-date filing system, managed the Town's records department, prepared the yearly budget for my department, facilitated the ethics training for elected officials and facilitated all public records request in accordance with Florida state law.
- Served as the Town's Elections Supervisor for 8 municipal elections by preparing and providing the necessary documentation for residents to run for an open and ensured that the candidates and the Town were in compliance the State of Florida Election Code.
- Maintained relationships with Local and State Representatives as well as County Commissioners and other Municipal Representatives. I was also the point of contact person between the elected Town Council Members, their constituents and various media outlets.
- Facilitated in the development of the Town website, making it easier for the public to access information and managed the social media for the Town, ensuring the Town's social media pages were up-to-date and informed the public with accurate important information.
- Public Information Officer (PIO) for the Town under the National Incident Management Systems (NIMS) during a national disaster.
- Coordinated the yearly community events for the Town by contacting vendors, applying for permits and effectively advertising the event. I also implemented the "Juno Beach Contact Program", a welfare check service for residents of Juno Beach that is still running today.

**Reason for Leaving**

Career advancement

**Assistant to Town Manager/Town Clerk**

1/2004 - 1/2008

The Town of South Palm Beach  
3577 South Ocean Boulevard  
South Palm Beach, Florida 33480

Hours worked per week: 40

Monthly Salary: \$4,000.00

Name of Supervisor: Rex Taylor - Town Manager

May we contact this employer? Yes

**Duties**

- Responsible for all site HR functions, including hiring, training and supervision of administrative support staff and maintaining efficient operations of jobsites.
- Performed all the Accounts Payable duties for the Town.
- Assisted with the bi-weekly payroll duties.
- Oversee the day-to-day functions of the Town Clerk’s office as well as the Building Department and Finance Department.
- Maintain an accurate up-to-date filing system of Town Ordinances, Resolutions, Proclamations, Minutes and Agreements.
- Official custodian of the Town Seal, certifying Town documents once adopted.
- Assisted with Permit Applications and Business Occupational Licenses for the Town.
- Serve as the Town’s Elections Supervisor by preparing and providing the necessary documentation for residents to run for an open Town Council seat and ensuring the candidate and the Town are in compliance as required by the State of Florida Election Code.
- In charge of hiring and supervising election poll workers for Town and County election.
- Records Retention Coordinator for the Town, ensuring the Town follows State of Florida law regarding public records requests and records retention.
- Point of contact person between the elected Town Council Members, their constituents and various media outlets.
- Stenograph all Town Council and Town Board Meetings
- In charge of preparing the Town Clerk Department budget each the fiscal, making sure the department is fiscally equipped to operate at the highest efficiency.

**Reason for Leaving**

Advancement in City Clerk career.

**Certificates and Licenses**

Type: Certified Municipal Clerk

Number:

Issued by:

Date Issued: 9 /2010    Date Expires:

Type: Master Municipal Clerk

Number:

Issued by:

Date Issued: 2 /2013    Date Expires:

**Skills**

Office Skills

Typing:    70

Data Entry: 0

**Additional Information**

Professional Associations

Florida Association of City Clerks (Chaired multiple Committees)

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Professional Associations  
Palm Beach County Municipal Clerk's Association

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Professional Associations  
International Institute of Municipal Clerks

**References**

Professional

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Professional

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Professional

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**Resume**

**Text Resume**

**Attachments**

<b>Attachment</b>	<b>File Name</b>	<b>File Type</b>	<b>Created By</b>
cover letter.pdf	cover letter.pdf	<b>Cover Letter</b>	Job Seeker
References.pdf	References.pdf	<b>References</b>	Job Seeker
Vanessa Mutchnik Resume.pdf	Vanessa Mutchnik Resume.pdf	<b>Resume</b>	Job Seeker
Sample letter from Commissioner.pdf	Sample letter from Commissioner.pdf	<b>Other</b>	Job Seeker
Sample memo to Commissioners.pdf	Sample memo to Commissioners.pdf	<b>Other</b>	Job Seeker

**Agency-Wide Questions**

1. Q: Have you previously worked for the City of Palmer?

A: No

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2. Q: Are you related to anyone who is currently employed by the City of Palmer?

A: No

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3. Q: If you answered yes to the previous question, please provide the individual's name and department

A:

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4. Q: Are you able to perform the essential functions of this job with or without reasonable accommodations?

A: Yes

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5. Q: If you answered yes to the previous question, please explain:

A:

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6. Q: Have you ever been terminated or asked to resign by a former employer?

A: No

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7. Q: Have you been convicted of a misdemeanor within the past five years?

A: No

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8. Q: **APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE** I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A: Yes

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9. Q: Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

A: Yes

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**Supplemental Questions**

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**1. Q:** Do you currently have or are you able to obtain a State of Alaska driver's license within sixty (60) days of employment?

A: Yes

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**2. Q:** Do you have a Bachelor's Degree in Business Administration or Public Administration OR equivalent combination of experience and training?

A: Yes

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**3. Q:** Do you have at least five (5) years of high level administrative or management experience?

A: Yes

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**4. Q:** Are you currently a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC)?

A: Yes

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**5. Q:** Are you able to obtain a Notary Commission with the State of Alaska within sixty (60) days of employment?

A: Yes

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**6. Q:** Do you have at least five (5) years of management experience with a municipal government?

A: Yes

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April 24, 2019

Martin County Board of County Commissioners  
2401 SE Monterey Road  
Stuart, FL 34996

To Board of County Commissioners:

At the April 18<sup>th</sup> Town of Jupiter Island Commission Meeting, the Commission unanimously voted to appoint myself to represent and speak on behalf of the Town in regards to the proposed Harmony Ranch Plan Application. The Town is opposed to this application and the reasons for our opposition are the following.

- The proposed plan amendments would be internally inconsistent with multiple Elements of the Comprehensive Plan, including the Coastal Management, CIP, Recreation and Intergovernmental Coordination Elements because the amendments ignore the need for the County to provide additional parking for public lands to facilitate beach access. The internal inconsistencies created by the proposed plan amendments also has a potentially adverse fiscal impact upon Martin County taxpayers because they can only be resolved by the expenditure of substantial tax dollars to provide the necessary facilities to expand beach access for those who would reside in Harmony.
- Intergovernmental Coordination – Several objectives in the Intergovernmental Coordination Element address the impacts from future land use changes and their impacts upon other communities. Objective 3.1.E and its implementing policies require the County to coordinate the timing, location, capacity, and delivery of public facilities to ensure that all levels of service are met. Parking for beach access in the County is currently deficient and consequently, increased parking is necessary to meet the level of service for parking. Objective 3.1.F mandates that the County continue its intergovernmental process to ensure it give “full consideration” to the impacts of development resulting from the implementation of the Comp Plan (or in this case Plan Amendments) on other governmental agencies.
- Recreation Element – Objective 7.1.A, Policies 7.1.A.7 and 7.1.B.7 - this objective and implementing policies require the County to identify funding for purchasing more beachfront for public access; to reevaluate every five years the County’s ability to maintain its beach access level of service in light of projected population growth; to balance the environmental needs and constraints of each beach property against the need for public access; and to continue acquiring and developing water recreation sites with public access. The Recreation Element anticipates that the County will need to commit increased funding to meet beach access needs of new growth such as Harmony Ranch.
- Coastal Management Element – Objective 8.F.1 – this objective requires the County to acquire and maintain sufficient beach access areas to meet the



projected public need. The increased population that will result from the approval of the amendments to accommodate the Harmony Ranch project at greater densities will accelerate the need for the County to acquire sufficient land to expand beach access to meet the needs of the increased population.

- Capital Improvements Element – Goal 14.1 – this goal directs the County to provide adequate public facilities concurrent with, or prior to development, to achieve and maintain levels of service. To fulfil this goal, it would be incumbent upon the County to amend its Capital Improvement Element concurrent with the amendments to provide adequate parking to facilitate beach access.
- Capital Improvements Element – Objective 14.1.A, Policies 14.1.A.1(2), 14.1.A.3, and 14.1.A.6 – this objective and its implementing policies direct the County to include within its Capital Improvement Plan funds to expand beach access to its ocean beach and beach facilities by establishing a level of service for parking spaces at beach facilities. The level of service is 9 parking spaces per 1,000 population. The Town understands that there is a current deficiency of parking spaces to meet this public demand. Given this deficiency, policies require the County to eliminate current deficiencies and expand parking to meet the needs of any expected population increase.
- The Harmony amendments propose significant increases in the land uses and densities for the 2,659 acres, increasing the number of potential dwellings from 129 units to 2,670 units. The proposed amendments require expansion of the primary and secondary urban service districts west of Hobe Sound. The proposed amendments would establish a dangerous precedent and create a domino effect by opening up land between US 1 and I-95, which now has very low density to urban services. The fiscal impact to Martin County taxpayers is potentially enormous.
- The Harmony amendments propose that water and sewer utility service will be provided by Martin County Utilities. However, Harmony lies outside of and has never been within the Martin County Utilities service territory, negating compliance with this important element of an amendment application. Instead, Harmony lies within the Town's SMRU water and wastewater service territory.
- The Town and Martin County did enter into a Joint Planning Agreement for parts of southern Martin County, which included planning for utility services, but Harmony is not within the planning territory encompassed by the Joint Planning Agreement. Martin County Utilities would need the consent of SMRU to encroach upon SMRU's utility service territory and an amendment to the Joint Planning Agreement, neither of which is provided for in the Harmony amendment application.

- Further, as Harmony lies outside the Martin County utility service area and outside the urban services boundary, Martin County Utilities has not planned for nor constructed utility facilities to serve Harmony. Assuming Martin County Utilities obtained SMRU's consent, the County's would have to divert utility facilities planned for service to customers inside the current Martin County urban service boundary to Harmony, which would adversely impact Martin County's existing and future customers within the urban service boundary.

The Harmony Ranch Plan Application will be discussed at your upcoming April 24<sup>th</sup> Board of County Commissioners Meeting. The Town Commission request that each of you oppose this application for the reasons I stated in the above. Our Town staff is very willing to meet with Martin County staffers to come to a reasonable solution, but as it stands now, we cannot vote in favor of this proposed application.

Respectfully,



TO: Mayor Whitney D. Pidot  
Commissioner Maura Collins  
Commissioner Peter H. Conze, Jr.  
Commissioner Barry Hall  
Commissioner Penny Townsend

FROM: Gene A. Rauth, Town Manager

DATE: May 7, 2018

SUBJECT: May 14, 2018 Meetings of the Town Commission and Beach Protection District

### **TOWN COMMISSION MEETING**

#### **Agenda Item 1: Swearing in New Commissioner**

Judge Steven Levin will swear in Penny Townsend as Commissioner.

#### **Agenda Item 2: Appointment of Vice Mayor**

The Town Commission will appoint a new Vice Mayor.

#### **Agenda Item 3: Mayor's Comments**

This is where Mayor Whitney Pidot may make any comments or announcements, as well as recapping the May 11, 2018 "Coffee and Tea with the Mayor" held at Town Hall. This is also where the Town Commission and the public will be introduced to a few new employees to the Town. In addition, Captain Steve Graff will be recognized for his service, as a Town representative, on the Treasure Coast Local Emergency Planning Committee (TC LEPC) and a presentation will be made by Joanne Walczak, Southeast Regional Administrator for the Florida Coastal Office of the Florida Department of Environmental Protection, regarding the destruction of coral reefs.

#### **Agenda Item 4: Consent Agenda**

Included in Category A of the Consent Agenda for your review and consideration are the Minutes of the April 18, 2018 Town Commission Meeting and Special Town Commission Meeting. We are also requesting approval for the disposition of surplus items (fixed assets/inventory) owned by the Town/SMRU. ***Only one motion for approval of Category A of the Consent Agenda is needed.*** Included in Category B for your information are other materials that require no action.

*(Note: Any Commissioner wishing to remove an item from the Consent Agenda can do so by requesting the item be removed to the beginning of the Regular Agenda.)*

#### **Agenda Item 5: Meeting Dates**

Please bring your calendars. This is where we will confirm the meeting dates for June and July.

- *May 14, 2018 – Town Commission/ Beach Protection District Meetings – 9:00 a.m.*
- *May 14, 2018 – South Martin Regional Utility Board Meeting – 12:30 p.m.*
- *June Town Commission/ Beach Protection District Meetings – TBD*
- *July Town Commission/ Beach Protection District Meetings – TBD*
- *July South Martin Regional Utility Board Meeting – TBD*

**Agenda Item 6:            Ordinance No. 368, First Reading, Codification of the Town’s Lighting Guidelines**

Wayne Bergman will represent to you Ordinance No. 368 again for First Reading. This ordinance has been revised to reflect comments made by the Commission at the past few meetings. The ordinance is ready for consideration again on First Reading. A motion will be needed to approve Ordinance No. 368 on first reading.

**Agenda Item 7:            Public Safety Update**

Chief Bob Garlo will give an update on the Public Safety Department.

**Agenda Item 8:            Public Works Report**

- a.     North Beach Road Update  
Stuart Trent will give an update on the North Beach Road.
  
- b.     South Beach Road Repaving Project  
Stuart Trent will give an update on the South Beach Road Repaving Project.
  
- c.     Yard Waste and Bulk Debris Purchase Authorization  
Stuart Trent will be requesting a Purchase Order for Coastal Waste Inc. for yard waste and debris recycling services for the Town. Staff researched several options and found Coastal Waste Inc. to be the most cost effective. Mr. Trent will be requesting a Purchase Order in the amount of \$51,000. A motion will be needed to approve this Purchase Order.
  
- d.     Mancil’s Tractor Service – South Trail Inclusion  
At the last Commission Meeting, the Town Commission approved Mancil’s Tractor Service, Inc. for paving services on Links Road. All cross streets between Links Road and Gomez Road were slated for resurfacing this summer with the exception of South Trail. Stuart Trent will be requesting approval of a change order with Mancil’s Tractor Service, Inc. to include South Trail. This inclusion of additional work will bring the approved project cost to \$67,595, which reflects a 10% contingency amount for unanticipated conditions that may arise during construction. A motion will be needed to approve this change order.

**Agenda Item 9:            Board and Committee Appointments – Beautification Committee and Impact Review Committee**

Wayne Bergman will present staff ‘s recommended appointments to fill the one vacancy on the Beautification Committee and the one vacancy on the Impact Review Committee.

**Agenda Item 10:**        **47 North Beach Road – Street Light Request**

The Town Commission will discuss the request made by a Chris Smith for street lights.

**Agenda Item 11:**        **Finance Report – April 2018**

This is where Michael Ventura will present the April 2018 financial report.

**Agenda Item 12:**        **Other Items**

This is where a Commissioner can bring up any other items of interest for consideration.

**BEACH PROTECTION DISTRICT MEETING**

**Agenda Item 1:**        **Minutes of the Beach Protection District Meeting**

The Minutes of the April 18, 2018 Beach Protection District Meeting are in your agenda package for review and consideration. If acceptable, a motion will be needed for approval of Category A of the Consent Agenda. Category B materials are for information only and no action is needed.

**Agenda Item 2:**        **Beach Status**

This is where John Duchock will bring you up to date on the beach conditions.

**Agenda Item 3:**        **2018/2019 Beach Nourishment Project**

John Duchock will discuss the 2018/2019 Beach Nourishment Project. Mr. Duchock will answer any question that the Town Commission and residents may have regarding this project.

**Agenda Item 4:**        **Other Items**

Other Beach Protection District topics may be brought up here.



City of Palmer  
City Clerk Requisition  
July 2021

Minimum Qualifications as outlined in the job description:

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least five years of high level administrative or management experience, preferably in municipal government.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

- Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) is preferred.

Applicant: Glenda Worsham

Education: Bachelor's Business Administration

Experience as a City Clerk: Yes

Previous experience in municipal government: Yes

CMC Certification: Yes

NOTES: N/A

**GLEND A WORSHAM**



July 7, 2021

City of Palmer Alaska  
231 West Evergreen Ave.  
Palmer, AK 99645

Dear HR Officer,

I am inquiring about the position you have available for City Clerk. I have been a City Clerk for 5 years and have my certification for Georgia Certified Municipal Clerk, International Municipal Clerk, and Local Government Finance Officer Certification Tier I & Tier II.

My husband and I lived in Alaska for 8 years and miss it dearly.

If this position is still open, please accept my resume' for this position. If you have any further question, please let me know.

Sincerely,  
Glenda Worsham



# GLEND A WORSHAM

## EDUCATION

**College Education:** Wayland Baptist University, Anchorage, AK  
Major: Bachelor's Degree in Business Administration  
Graduated May 2015

## College Certifications

**Georgia Clerk's Certification:** University of Georgia Clerk's Education, Athens, Georgia – February 2019

**Georgia Government Finance Officer Certification Tier I:** University of Georgia Clerk's Education, Athens, Georgia -- March 2018

**Georgia Government Finance Officer Certification Tier II:** University of Georgia Clerk's Education, Athens, Georgia – January 2019

**International Institute of Municipal Clerks Certification:** International Institute of Municipal Clerks, Rancho Cucamonga, CA 91730- May 2020

## MEMBERSHIPS

Georgia Municipal Clerk's Association

Georgia Government Finance Officer Association

Government Finance Officer Association

International Institute of Municipal Clerks

## WORK EXPERIENCE

### **CERTIFIED CITY CLERK**

*City of Climax*  
Joseph Kelly, Mayor

February 8, 2016 – Present  
105 Drane Street, Climax, GA 39834

### **PARAPROFESSIONAL – Highly Qualified Status**

*Northwest Arctic Borough School District*  
Scott Lefebvre, principal

January 22, 2013-May 29, 2015  
PO Box 109, Ambler, Alaska, 99786

**Duties:** Instructional Aide in the Second, Third, and Fourth Grade Classes  
**Reason for Leaving:** Moved

# GLEND A WORSHAM

## ADMINISTRATIVE ASSISTANT

*Seward Ship's Drydock*

Jim Madden, General Manager

**Duties:** Data Entry, Producing Invoices, Set up Repair Jobs on Vessels, Time Cards, etc.

**Reason for Leaving:** Moved

October 2010 – November 2012

*PO Box 944, Seward, Alaska, 99664*

## INSTRUCTIONAL AIDE – Highly Qualified Status

*Northwest Arctic Borough School District*

Sherry McKenzie, principal

**Duties:** Instructional Aide in the Second, Third, and Fourth Grade Classes

**Reason for Leaving:** Moved

September 2009 – September 2010

*PO Box 109, Ambler, Alaska, 99786*

## SUBSTITUTE TEACHER

*Northwest Arctic Borough School District*

Dr. Elizabeth Balcerak (now assistant principal in Kotzebue, AK)

**Duties:** Substitute teach in any needed area for lead teacher or aide

**Reason for Leaving:** Hired to a full-time position

September 2007 – September 2009

*PO Box 109, Ambler, Alaska, 99786*

## OFFICE MANAGER

*Alton Chancy Insurance Agency/Nationwide*

Alton Chancy, Owner

**Duties:** Accounts Payable, Accounts Receivable, Sales, Accounting, Public Relations, etc.

**Reason for Leaving:** Moved

July 2004 – September 2007

*10 Fourth Ave SW, Moultrie, Georgia, 31768*

## OFFICE MANAGER

*First Presbyterian Church*

Dr. Gerald Little, pastor

**Duties:** Accounts Payable, Accounts Receivable, Accounting, Payroll, Bulletins, Newsletters

**Reason for Leaving:** Moved

July 2002 – July 2004

*200 E Shotwell St., Bainbridge, Georgia 39819*

## INSURANCE SALES AGENT

*American General Financial Group*

Mr. Danny Hatchell, general manager

**Duties:** Sales, Public Relations, Sales, etc.

**Reason for Leaving:** Needed a set weekly pay.

October 2000 – June 2002

*406 Twelfth Ave NW, Cairo, Georgia, 39828*

## CHURCH SECRETARY

*Morningside Baptist Church*

Dr. Thomas Murphy, pastor

**Duties:** Public Relations, Bookkeeping, Payroll, Filing, Bulletins & Newsletters, etc.

**Reason for Leaving:** Needed a job with Health Insurance.

October 1999 – October 2000

*1303 Vada Rd., Bainbridge, Georgia, 39817*

**Contact Information -- Person ID: 26695586**

Name: GLENDA WORSHAM Address:  
 Home Phone: Alternate Phone:  
 Email: Notification Preference: Email

**Personal Information**

Driver's License: Yes, Georgia ,  
 Can you, after employment, submit proof of your legal right to work in the United States? Yes  
 What is your highest level of education? Bachelor's Degree

**Preferences**

Minimum Compensation: \$40,000.00 per year  
 Types of positions you will accept: Regular  
 Types of work you will accept: Full Time  
 Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

**Objective**

**Education**

**College/University** Did you graduate: Yes  
 Wayland Baptist University Major/Minor: Business Administration  
 - Degree Received: Bachelor's  
 Anchorage, Alaska

**Work Experience**

**City Clerk** Hours worked per week: 40  
 2/2016 - Present Monthly Salary: \$0.00  
 Name of Supervisor: Joseph Kelly - Mayor  
 City of Climax May we contact this employer? Yes  
 105 Drane Street  
 Climax, Georgia 39834

**Duties**

Maintain City Records  
 City Council Minutes/Agendas/etc.  
 Accounts Payable/Receivable  
 Prepare information for Annual Audit  
 Internal Control  
 Public Relations  
 Maintain City Charter  
 Maintain City Ordinance  
 Help Council with Roberts Rules of Order  
 Assist with Elections

**Reason for Leaving**

Still There

**Paraprofessional**

1/2013 - 5/2015

Northwest Arctic Borough School District  
 1 Ambler School  
 Ambler, Alaska 99786

Hours worked per week: 35  
 Monthly Salary: \$3,300.00  
 Name of Supervisor: Lois Ballard -  
 Principal  
 May we contact this employer? Yes

**Duties**

Northwest Arctic Borough School District PO Box 109, Ambler, Alaska, 99786

Lois Ballard, principal

Duties: Instructional Aide in the First, Second, Third, and Fourth Grade Classes

Reason for Leaving: Moved

**Reason for Leaving**

moved

**ADMINISTRATIVE ASSISTANT/OFFICE  
MANAGER**

10/2010 - 11/2012

Seward Ship's Drydock  
 PO Box 944  
 Seward, Alaska 99664

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 Name of Supervisor: Jim Madden -  
 Owner  
 May we contact this employer? Yes

**Duties**

99664

Jim Madden, General Manager

Duties: Data Entry, Producing Invoices, Financial Statements, Financial Budgets, Set up Repair  
 Jobs on Vessels, Time Cards, Public Relations, Customer Relations, etc.

Reason for Leaving: Laid Off

**Reason for Leaving**

Moved

**Paraprofessional**

9/2009 - 9/2010

Northwest Arctic Borough School District  
 1 Ambler School  
 Ambler, Alaska 99786

Hours worked per week: 40  
 Monthly Salary: \$3,000.00  
 Name of Supervisor: Sherry McKenzie -  
 Principal  
 May we contact this employer? Yes

**Duties**

Provide aide to students needing extra help.

**Reason for Leaving**

moved

**SUBSTITUTE TEACHER**

9/2007 - 9/2009

Northwest Arctic Borough School District  
 1 Ambler School  
 Ambler, Alaska 99786

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 Name of Supervisor: Sherry - McKenzie  
 May we contact this employer? Yes

**Duties**

99786

Sherry McKenzie, principal

Duties: Instructional Aide in the Second, Third, and Fourth Grade Classes  
Reason for Leaving: Moved

**Reason for Leaving**

Was hired full time as a paraprofessional.

---

**OFFICE MANAGER**

7/2004 - 9/2007

Alton Chancy Insurance Agency  
10 Fourth Ave SW  
Moultrie, Georgia 31768

Hours worked per week: 40  
Monthly Salary: \$0.00  
Name of Supervisor: Alton Chancy -  
Owner  
May we contact this employer? Yes

**Duties**

31768

Alton Chancy, Owner (229)985-1603

Duties: Accounts Payable, Accounts Receivable, Insurance Sales, Help customers file Insurance Claims, Accounting, Financial Statements, Financial Budgets, Public Relations, Customer Service, etc.

Reason for Leaving: Moved

**Reason for Leaving**

Moved to Alaska

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**OFFICE MANAGER**

7/2002 - 7/2004

First Presbyterian Church  
200 E Shotwell Street  
Bainbridge, Georgia 39819

Hours worked per week: 40  
Monthly Salary: \$0.00  
Name of Supervisor: Jerry - Little  
May we contact this employer? Yes

**Duties**

39819

Dr. Gerald Little, pastor

Duties: Accounts Payable, Accounts Receivable, Accounting, Payroll, Bulletins, Newsletters, Customer Service, Public Relations, etc.

Reason for Leaving: Moved

400 Silver Lake RD  
Bainbridge, GA 39817

**Reason for Leaving**

Moved to Moultrie, Georgia

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**Certificates and Licenses**

Type: Georgia Municipal Clerk's Certification

Number:

Issued by: University of Georgia

Date Issued: 2 /2019 Date Expires:

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Type: Georgia Government Finance Officer  
Certification Tier One

Number:

Issued by: University of Georgia

Date Issued: 3 /2018 Date Expires:

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Type: Georgia Government Finance Officer  
Certification Tier Two

Number:

Issued by: University of Georgia

Date Issued: 1 /2019 Date Expires:

Type: International Institute of Municipal Clerks  
Certification

Number:

Issued by: International Institute of Municipal Clerks

Date Issued: 5 /2020 Date Expires:

#### Skills

Office Skills

Typing:

Data Entry:

#### Additional Information

#### References

Professional

Professional

Professional

#### Resume

Text Resume

#### Attachments

Attachment	File Name	File Type	Created By
20210707093704714.pdf	20210707093704714.pdf	Cover Letter	Job Seeker
20210707093713931.pdf	20210707093713931.pdf	References	Job Seeker
20210707093721465.pdf	20210707093721465.pdf	Resume	Job Seeker
20210707094732972.pdf	20210707094732972.pdf	Other	Job Seeker
20210707094740073.pdf	20210707094740073.pdf	Other	Job Seeker
20210707094749087.pdf	20210707094749087.pdf	Other	Job Seeker

#### Agency-Wide Questions

**1. Q:** Have you previously worked for the City of Palmer?

A: No

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**2. Q:** Are you related to anyone who is currently employed by the City of Palmer?

A: No

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**3. Q:** If you answered yes to the previous question, please provide the individual's name and department

A:

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**4. Q:** Are you able to perform the essential functions of this job with or without reasonable accommodations?

A: Yes

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**5. Q:** If you answered yes to the previous question, please explain:

A:

---

**6. Q:** Have you ever been terminated or asked to resign by a former employer?

A: No

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**7. Q:** Have you been convicted of a misdemeanor within the past five years?

A: No

---

**8. Q:** APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to

federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A: Yes

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**9. Q:** Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

A: Yes

---

### **Supplemental Questions**

**1. Q:** Do you currently have or are you able to obtain a State of Alaska driver's license within sixty (60) days of employment?

A: Yes

---

**2. Q:** Do you have a Bachelor's Degree in Business Administration or Public Administration OR equivalent combination of experience and training?

A: Yes

---

**3. Q:** Do you have at least five (5) years of high level administrative or management experience?

A: Yes

---

**4. Q:** Are you currently a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC)?

A: Yes

---

**5. Q:** Are you able to obtain a Notary Commission with the State of Alaska within sixty (60) days of employment?

A: Yes

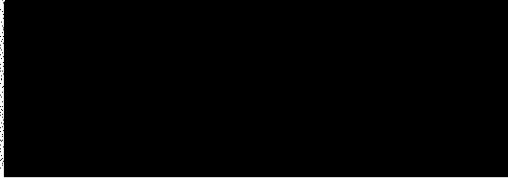
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**6. Q:** Do you have at least five (5) years of management experience with a municipal government?

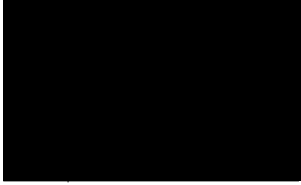
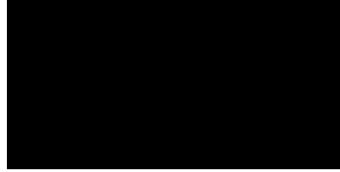
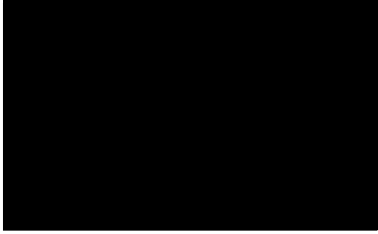
A: Yes



**GLEND A WORSHAM**



**PERSONAL REFERENCES**



# Council Meeting

## May 3, 2021

### 7:00p.m.

#### Call to Order:

The Council Meeting was called to order by Mayor Joseph Kelly at 7:00PM.

1. Prayer – Prayer was led by Betty Clark.
2. Pledge of Allegiance – Pledge of Allegiance was led by Matthew Combs.

#### Members Present:

Mayor Joseph Kelly, Mayor Pro-Tem Vanessa Martin, Council Member Betty Clark, and Council Member Matthew Combs. Council Member John Walker arrived at 7:17 and left early for an emergency. Matthew Combs left a few minutes early for an emergency, also.

#### Public Comment Session:

1. Adrian Moore – Mr. Adrian Moore has rented the building next to the post office and wants to open a new business in town called “Household Goods and Moore.” He will sell household goods such as paper towels, toilet paper detergent, etc. He plans to open only on Saturday because he lives in Atlanta. He wants to have a Grand Opening on May 15<sup>th</sup> and serve fried fish. Vanessa Martin made a motion to give Mr. Moore the business license and open the store “Household Goods & Moore.” Matthew Combs second the motion. Motion was approved unanimously by all members present.
2. Karen Toole – Mrs. Karen Toole came to discuss the rude and illegal treatment of Greg Toole during last month’s meeting. She stated it was held illegally and since then slanderous, untruthful rumors have spread over Climax and that is going to lead to lawsuits being taken out if it does not stop. Mayor Kelly, Council Member Vanessa Martin, and Council Member Matthew Combs apologized for last month and assured Mrs. Toole that would not happen again.
3. Linda Rice – Mrs. Linda Rice is thinking of opening an adult entertainment center here in Climax. City Clerk, Glenda Worsham, stated Mrs. Rice would have to get a state license before we could issue a city business license. Mayor Kelly said he would have to make sure of the legality with our attorney Ben Harrell.

#### Approval of Minutes

Motion was made by Vanessa Martin to approve minutes as presented from the Regular Scheduled Meeting and Executive Session on April 12, 2021. Motion was second by John Walker. Motion was approved unanimously.

#### Standing Committee Reports:

- **WATER & SANITATION** – John Walker asked the status on replacement of the fire hydrant that was damaged during the automobile wreck. Mr. Greg Toole stated the company we purchased the new hydrant from sent the wrong parts. As soon as the correct parts are here, he will replace the fire hydrant.
- **STREETS & ROADS** – Vanessa Martin asked for an update of Grace Cooper’s culvert. Greg Toole stated he was waiting for the ground to dry some and he is going to replace the culvert.

- **PARKS & RECREATION** – Matthew Combs made a motion to purchase the new equipment for the Little Park and Parker Park as presented in the handout. Vanessa Martin second the motion. Motion passed unanimously.
- **BUILDING & GROUNDS** – Vanessa Martin asked that we place the bathrooms at Parker Park as High on the Priority List. She stated we may need to hire some help in getting this done.
- **FIRE DEPARTMENT** – No report.

### Department Reports:

1. **Fire Department** (Jeff Kelly, Fire Chief) Not Present
2. **Maintenance Department & Water Department** (Greg Toole, Maintenance Superintendent) Greg reported that he was very disappointed in the Council not asking him to come into the meeting last month to hear his side of what took place during the previous month's water emergencies. He discussed the accusation made against him, what he felt was taken out of context, and all the untruthful remarks that were made against him. Mayor Kelly had a long discussion with him after everyone left last month and he answered all his questions. He had to wait a month to tell the rest of the Council what took place and during that month he heard talk all over town that they were going to fire him and hire someone else. This has damaged his reputation and charges can be drawn against those that started these slanderous comments. Mr. Toole brought our list of the City of Climax Chain of Command that was agreed upon in an earlier Council Meeting. He read this Chain of Command and pointed out that this was not followed. He gave a list of projects he had done this month as well as some of his regular monthly duties. He also mentioned to the Council about many different licenses he has to carry with the positions he has here in the City and the training he has to take to keep these licenses, according to the State Regulations.
3. **Finance Department & Clerk Report** (Glenda Worsham, City Clerk) Glenda Worsham reported the February and March Financial and the Income & Expense Reports on these two months are attached. She asked if there were any questions. No questions were asked from the Council.

### Unfinished Business:

1. Tiger Den's Door – Greg reported he will purchase the door tomorrow and install it as soon as possible.
2. Little Park Additions – Discussed during Committee Reports.
3. Clinax School Building & Property – We will discuss this at the next Council Meeting.
4. Water Line/Valve Location Devise – Mayor Kelly asked the Council what they wanted to do about the tools Greg Toole stated he needed during last month's meeting to help locate all the water shut-off valves so he can update the water system map. Vanessa Martin made a motion to purchase these devices. Matthew Combs second the motion. Motion was approved by all members still present.

### New Business:

1. Flag Day – National Flag Day is June 14, 2021. We will have our Annual Flag Day Celebration this year. It will have to be after this date. We will discuss it further at the next Council Meeting.
2. Decatur County Joint Comprehension Plan – Mayor Joseph Kelly was not able to attend last month's meeting in Bainbridge, so we are going to hold our own public meeting on May 11<sup>th</sup> at 7:00PM here in the Council Room. All were encouraged to attend.
3. Sunshine Laws – Mayor Joseph Kelly stated he would like to see the Council have a short education time during the next several meetings on the Sunshine Laws and Open Records.

4. Part time Help – Mayor Kelly asked the Council and Mr. Toole if they would think about possibly hiring a part time or seasonal helper to help Greg through the summer and catch up on all the projects that are needed to be done.
5. Municipal Clerk’s Week – Mayor Kelly stated this is National Municipal Clerk’s Week and the City wants to buy her dinner one evening.

**Outstanding Bills:**

Motion was made by Vanessa Martin to pay all outstanding bills. Betty Clark second the motion. Motion was approved unanimously by all those still present.

**Adjourn:**

Betty Clark made a motion to adjourn. Vanessa Martin second the motion. Motion was approved by all those still present. Next Regular Scheduled Meeting will be June 14, 2021.

Submitted by:

Glenda Worsham, City Clerk

**AGENDA**  
**CITY OF CLIMAX, GEORGIA**  
**REGULAR COUNCIL MEETING**  
**June 14, 2021**

- I. CALL TO ORDER:**
1. Prayer
  2. Pledge of Allegiance
- II. ROLL CALL: Members Present**
- III. PUBLIC COMMENT SESSION:**
1. Paul Fryer – American Rescue Plan
  2. Marcus Singletary
  3. Adrian Moore
- IV. APPROVED MINUTES: May 3, 2021, Regular Council Meeting.**
- V. STANDING COMMITTEE REPORTS:**
- Water & Sanitation Service (Matthew Combs & John Walker)
  - Streets & Roads (Vanessa Martin & Betty Clark)
  - Parks & Recreation (Betty Clark & Matthew Combs)
  - Building & Grounds (John Walker & Vanessa Martin)
  - Fire Department (Betty Clark & Vanessa Martin)
- VI. DEPARTMENT REPORTS:**
- Fire Department (Jeff Kelly)
  - Maintenance Department & Water & Garbage Department (Greg Toole)
  - Finance Department & Clerk Report (Glenda Worsham)
- VII. EDUCATION SESSION:**
- Sunshine Laws
- VIII. UNFINISHED BUSINESS:**
1. Tiger’s Den – door
  2. Fire Hydrant – replacement
  3. Water Line Mapping & Locate
  4. Little Park Additions
  5. Climax School Building & Property
- IX. NEW BUSINESS:**
1. Flag Day
  2. PLAN FIRST & Comprehension Plan Update
- X. MOTION TO PAY OUTSTANDING BILLS:**
- XI. MOTION TO ADJOURN: Next Meeting July 12, 2021.**

## City Clerk Job Description

### City of Climax

#### Essential duties and responsibilities include the following & other duties as assigned

- Public Relations
- Be Bonded Annually.
- Obtain Certification for Notary Public and maintain records that are required by the State.
- Notarize and file forms with State for Council and Mayor as needed. (It is not my responsibility to make sure they turn in all forms before the due date, but I try to remind them.)
- Record Maintenance & Retention.
- Order or Purchase Supplies as needed.
- Open Record Request as needed.
- Prepare Council Meeting Agenda. Post as required by State.
- Attend all Council Meetings and record and prepare minutes from these meetings.
- Collect and distributive mail as needed. Collect and distribute any forms that Council may need to review or approve.
- Type and Post Council Meeting Minutes within 3 days as required by State.
- Answer telephone. Handle questions, complaints, concerns, etc. as needed.
- Take over-the-phone payments for water bills, property taxes, citations, rental fees, etc.
- Maintain current information of city policies/ordinance and programs and process routine matters within established policies.
- Work with Marshall's Office on Code/Ordinance Violations.
- Apply for Grants as needed.
- Review records/documents which require action and recommend solutions of course of action.
- Receive all applications/petitions made to the City and place them before the Mayor and City Council at the meeting of Council's next succeeding the receipt thereof.
- Receive all collections of fees for taxes, court fines, business licenses, building permits, rental property, etc.
- Have tax bill printed and sent out in a timely manner and post payments.
- Prepare Water & Garbage Bills and mail with Mayor's Minutes, notices, information, etc.
- Prepare Dis-Connect Notices, Door Hanger, etc. as needed.
- Complete Inner Control Register for Accounts Payable, Accounts Receivable, Check Register for all Bank Accounts, Business & Occupational License Register, Rental Register, Property Tax Register and Miscellaneous Tax Register.
- Collect Mail and Process Account Payable and Receivable within established time frame.
- Keep Track of all invoices and pay bills in a timely manner.

- Reconcile Bank Statements and Back-ups on all Bank Accounts. Carry export to Perry Henry's Office Monthly.
- Type needed forms, letters, etc. as needed.
- Handle rental calendar, keys, and records.
- Payroll for employces, Mayor & Council.
- Prepare and send Payroll Taxes monthly and quarterly.
- Maintain annual and sick leave records for all employees.
- Prepare for Worker's Compensation Audit: Employees, Council and Mayor's Payroll, List of Fire Fighters, and Job Descriptions. Copy of W-2's and Payroll Tax Forms.
- Work with GIRMA and GMA on Cities Insurance Policies and Worker's Compensation.
- Maintain Records and Payments for Fire Fighter's Cancer Insurance.
- Prepare for Bi-Annual Audit over all Finance, Invoices, Police Citations, Bank Accounts, Receipt Books, Minutes, Water Reading Records, Inner Control Registers, Accounts Payable, Accounts Receivable, Payroll, Taxes, etc.
- Prepare Annual Budget and present to Council at Budget Work Session. After approval send to Accountant and the State (Local Government Financial Documents).
- Report on at least 4 Surveys: RLGF - Report of Local Government Finances (Dept. of Community Affairs), Local Street Finance Questionnaire, GOMI - Government Management Indicators Survey, and Wage & Salary Survey.
- Maintain City Website.
- Maintain Records for Worker's Compensation Cases.
- Maintain Records for Credit Card Payments.
- Administer Oath's of Office to Mayor, Council Members, Judge, and Attorney.
- Act as Election Superintendent/Registrar when requested.
- Prepare monthly Courtware Reports. Mail to Decatur County Board of Commissioners, Local Crime Victims, Peace Officers Annuity Benefits and Courtware along with any fines collected.
- Prepare Code/Ordinance Violation Form and carry to Marshall's Office. If Citation is written, place on Court Docket, prepare forms, collect fines, etc.
- Perform related work as required or requested by Mayor or Council.
- Attend Training to Achieve Clerk Certification and Government Finance Officer Certification. Attend Required Training to Maintain Certifications.

## Position Requirements

- Knowledge of office procedures and practices.
- Knowledge of the principles and techniques of effective verbal and written communication and in a courteous manner with the general public.
- Ability to establish and maintain an effective working relationship with co-workers and City Council.
- Knowledge of and the ability to operate standard office machines.
- Ability to handle cashier duties with basic computer knowledge and skills.
- Ability to prepare correspondence and reports.
- Knowledge/Proficient in general office duties such as filing and typing.
- Ability to work independently.
- Ability to plan, organize, and coordinate work.
- Must have high school diploma or equivalent.
- Should have at least 5 years previous experience in bookkeeping.
- Must have certification as Certified Municipal Clerk.



City of Palmer  
City Clerk Requisition  
July 2021

Minimum Qualifications as outlined in the job description:

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least five years of high level administrative or management experience, preferably in municipal government.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

- Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) is preferred.

Applicant: Deana Smith

Education: High School Diploma/GED

Experience as a City Clerk: Yes

Previous experience in municipal government: Yes

CMC Certification: Yes

NOTES: N/A

**Deana Smith**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

July 6, 2021

To Whom It May Concern:

Please accept my resume for the position of City Clerk for the City of Palmer. I think my educational background along with my years of experience in Municipal Government, make me an excellent candidate for this position.

As you will see from my resume, I have almost 24 years in the field of Municipal Government. My resume also shows that I have been consistently rewarded for my hard work with promotions and increased responsibilities. These rewards are a direct result of my commitment to personal and professional excellence.

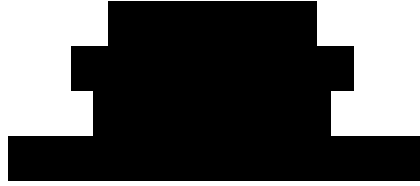
I look forward to hearing from you to further discuss employment opportunities with the City of Palmer.

Thank you for your time and consideration.

Sincerely,

Deana Smith

## Deana Smith



### **Experience:**

#### **City of Post- City Manager**

10/12 – Present

Oversees day-to-day administration of city services. Reports to the city council. Serve residents by ensuring that city services are running smoothly and efficiently. The council appointed me to serve as both city secretary and city manager. A city secretary was hired in 2018.

- Delegate tasks.
- Oversee projects.
- Create and manage budgets.
- Bridge gaps in political disputes.
- Hire and fire department heads.
- Represent the city

#### **City of Post – City Secretary**

01/05 – 04/18

Provide executive level staff support to the City Council; coordinate agenda items; attend meetings; record minutes of meetings; ensure meetings comply with mandated requirements. Payroll, accounts receivable, accounts payable, general ledger.

#### **City of Post – City Clerk**

07/97 – 01/05

Deposits, Balance money in drawer/vault, posting utilities, data entry, customer service, prepare daily reports

### **Skills and Organizations:**

Adobe

10- key

Microsoft Word

Communication

Problem Solving

Leadership

Certified Office Specialist

Texas Municipal Clerk Certification and Member

Texas Assessor Collector

Member of Government Financial Officers of Texas

**References:**

[REDACTED]

[REDACTED]

[REDACTED]

I am reliable, hard-working, and ambitious. I am a team player and know communication is key.  
I am a people person. I also enjoy a challenge.

**Contact Information -- Person ID: 41531333**

Name: Deana Smith

Address:

Home Phone:

Alternate Phone:

Email:

Notification Preference: Email

**Personal Information**

Driver's License:

Yes, Texas ,

Can you, after employment, submit proof of your legal right to work in the United States?

Yes

What is your highest level of education?

Technical College

**Preferences**

Minimum Compensation:

\$28.84 per hour; \$60,000.00 per year

Types of positions you will accept:

Regular

Types of work you will accept:

Full Time

Types of shifts you will accept:

Day , Evening , Rotating , Weekends

**Objective****Education****High School**

Buna

-

Buna, Texas

Did you graduate: Yes

Highest Level Completed: Other

Did you receive a GED? No

Degree Received: High School Diploma

**Work Experience****City Manager**

7/1997 - 8/2021

Hours worked per week: 40

Monthly Salary: \$3,800.00

Name of Supervisor: Melba Cimental -

City Council

May we contact this employer? Yes

City of Post

105 E

Post, Texas 79356

**Duties**

Oversees all city operations: Budget, Water/Sewer, Landfill, Cemetery, Airport, Streets, Municipal Court, Library, Parks, Public Safety, Fire Department, Sanitation Departments

**Reason for Leaving**

I am looking to relocate. I have been with the city for 24 years and I am ready for a change. I have an interest in Alaska and my fiancé was born and raised there and we want to return. I would like to apply my skills and experience with the City of Palmer.

**Certificates and Licenses**

Type: Texas Registered Municipal Clerk, Registered Tax Assessor

Number: 69234

Issued by: TDLR

Date Issued: 8 /2004 Date Expires: 11 /2021

**Skills**

Office Skills

Typing:  
Data Entry:

**Additional Information**

**Professional Associations**

I have been active with the Texas Municipal Clerks since 1998. I was also involved with the Government Finance Officers of Texas.

**Additional Information**

I started as a clerk with limited training and never passed up a chance to advance. I have excellent customers skills. I enjoy a challenge and work well with others.

**References**

Professional

Professional

Professional

**Resume**

**Text Resume**

**Attachments**

<b>Attachment</b>	<b>File Name</b>	<b>File Type</b>	<b>Created By</b>
Deana Smith Cover letter July 6, 2021 - Shortcut.pdf	Deana Smith Cover letter July 6, 2021 - Shortcut.pdf	<b>Cover Letter</b>	Job Seeker
Deana (1).pdf	Deana (1).pdf	<b>Resume</b>	Job Seeker
Deana Smith References.pdf	Deana Smith References.pdf	<b>References</b>	Job Seeker
prison.pdf	prison.pdf	<b>Other</b>	Job Seeker
INTERLOCAL AGREEMENT WITH COUNTY ON LIFT STATION.pdf	INTERLOCAL AGREEMENT WITH COUNTY ON LIFT STATION.pdf	<b>Other</b>	Job Seeker
lett to FBOP.pdf	lett to FBOP.pdf	<b>Other</b>	Job Seeker

**Agency-Wide Questions**

1. Q: Have you previously worked for the City of Palmer?  
A: No

2. Q: Are you related to anyone who is currently employed by the City of Palmer?  
A: No

**3. Q:** If you answered yes to the previous question, please provide the individual's name and department

A:

---

**4. Q:** Are you able to perform the essential functions of this job with or without reasonable accommodations?

A: Yes

---

**5. Q:** If you answered yes to the previous question, please explain:

A:

---

**6. Q:** Have you ever been terminated or asked to resign by a former employer?

A: No

---

**7. Q:** Have you been convicted of a misdemeanor within the past five years?

A: Yes

---

**8. Q:** APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE I hereby affirm all the information I provided or provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to be the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A: Yes

---

**9. Q:** Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

A: Yes

---

**Supplemental Questions**

**1. Q:** Do you currently have or are you able to obtain a State of Alaska driver's license within sixty (60) days of employment?

A: Yes

---

**2. Q:** Do you have a Bachelor's Degree in Business Administration or Public Administration OR equivalent combination of experience and training?

A: Yes

---

**3. Q:** Do you have at least five (5) years of high level administrative or management experience?

A: Yes

---

**4. Q:** Are you currently a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC)?

A: No

---

**5. Q:** Are you able to obtain a Notary Commission with the State of Alaska within sixty (60) days of employment?

A: Yes

---

**6. Q:** Do you have at least five (5) years of management experience with a municipal government?

A: Yes



Personal References

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

January 11, 2016

Warden Stephen McAdams  
MTC - Giles Dalby Unit  
805 N Ave F  
Post, Texas 79356

RE: Use of Garza County Post Municipal Airport for Training Exercises  
Warden,

As the City's Airport Sponsor, I hereby give permission to use airport property for training exercises conducted by the training division of the Giles Dalby Correctional Facility. As you know this airport is a local general use facility, however, we do occasionally have transient pilots use our airport. Keeping that in mind, I would caution all who may use the facility to be aware of possible aircraft traffic and be sensitive to the need for a safe area when incoming pilots are attempting to land, or when aircraft are preparing for departure.

I know that the professionals at MTC will be good stewards of the facility and we here at the City of Post are very pleased to be able to assist in any way with the furtherance of your training initiatives.

If you have any questions, or if I can be of further assistance, please feel free to contact me at [REDACTED] or by email at [REDACTED]

Respectfully,

Deana Smith  
City Manager

**INTERLOCAL AGREEMENT #2 – PRISON LIFT STATION REPAIR and  
MAINTENANCE  
BETWEEN  
GARZA COUNTY, TEXAS AND THE CITY OF POST, TEXAS**

This Interlocal Agreement #2 – Prison Lift Station Repair and Maintenance (the “Agreement”) is made and entered into this 23 day of October, 2017, by and between the CITY OF POST, TEXAS, a general law city and political subdivision of the State of Texas (hereinafter the “City”) and GARZA COUNTY, TEXAS, a political subdivision of the State of Texas (hereinafter the “County”).

**RECITALS**

**WHEREAS**, Garza County owns the Giles W. Dalby Correctional Facility (the “Facility”) operated and managed by the Management & Training Corporation and located within the municipal limits of the City of Post, Texas; and

**WHEREAS**, operation of the Facility requires employing a number of individuals from the local area and thereby helps reduce underemployment and infuse new dollars into the local economy thus expanding economic development; and

**WHEREAS**, the Facility has the capacity to house over 1900 inmates and requires the use of local utilities including water and wastewater utilities that are provided by the City; and

**WHEREAS**, due to the size and unique characteristics associated with operating the Facility, it was necessary for the City to install additional equipment and facilities to accommodate the Facility’s use of the City’s wastewater utility system, including the installation of a lift station with pumps, screens, and other related equipment dedicated completely and solely to the Facility (hereinafter the “Lift Station”); and

**WHEREAS**, the City has experienced numerous operational problems with the Lift Station and after an inspection of the Lift Station was conducted by engineers at the request of the County and the City it was determined that it was necessary to re-design and repair the Lift Station; and

**WHEREAS**, the County, recognizing the significant benefit that will be received by the County’s Facility in re-designing and repairing the Lift Station, has agreed to assist the City in the expenses associated with this project; and

**WHEREAS**, Chapter 791 of the Texas Government Code, in order to increase the efficiency and effectiveness of local governments, authorizes local governments to contract, to the greatest possible extent, with one another for governmental functions that the parties are mutually interested, such as waste disposal and other governmental functions in which the contracting parties are mutually interested for such periods and under such conditions as the parties deem advisable; and

**WHEREAS**, in furtherance of the public health safety and welfare of the citizens of the Garza County and the City of Post, the City and County find it mutually beneficial

to exercise the powers bestowed upon them by State law to enter into this Agreement, detailing the responsibilities and obligations of the City and the County in relation to the re-design and repair of the Lift Station serving the Facility.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Recital Incorporated. The findings and recitals outlined above are agreed to by the parties and incorporated into this Agreement.

2. Re-design and Repair of Lift Station. The City agrees to engage all necessary professional and contracting/construction firms, companies or providers to implement the changes, replacement and repair of equipment and facilities making up the Lift Station serving the facility, recommended in the engineering study recently conducted. The City shall make repairs to the existing Lift Station and purchase and cause to be installed all previously bid equipment necessary for agreed upgrades to said Lift Station.

3. County's Reimbursement Obligations. The County (acting for and under the authority granted it by the Garza County Public Facility Corporation) agrees to reimburse the City \$ **160,000.00** for expenses incurred in purchasing new equipment and installing a mechanical bar screen designed to lift any large debris from the Lift Station pit. Further, on an ongoing basis, as long as joint scheduled and documented maintenance inspections are being conducted no less than weekly by personnel from the City and the Facility, the Lift Station is jointly monitored as prescribed by/in the manufacturer's warranty and reports of said inspections and/or monitoring are being generated by the City and provided to the County and the Facility; in lieu of future impact fees, the County/Facility will pay/reimburse the city for 50% of routine maintenance and necessary repairs to the Lift Station. These costs shall include but not be limited to any manufacturer's required inspections referenced above and all normal maintenance expenses. The County/Facility shall remit to the City the amount invoiced within thirty (30) days of receiving a copy of the invoice from the City.

4. City's Ownership and Control. The City of Post shall retain complete ownership of and control of the Lift Station and all related equipment and shall provide all required certified personnel to operate and maintain it. Further, the City shall determine when any maintenance or repair is to be scheduled and give adequate notice to the Facility.

5. City's Contracting Authority. The City of Post shall retain complete and ultimate control over and have the sole obligation to contract with, direct, oversee, control, supervise and manage any work done on the Lift Station or the City's utility system. Nothing contained in this Agreement grants any authority to the County to direct, supervise or control either the City or any contractor with regard to any of the work performed on the Lift Station or the City's utility system.

6. Immunities. **This Agreement shall not be construed to impair or affect any sovereign or governmental immunity or official immunity that may**

otherwise be available to the City, County or any officer, agent or employee of the City or County.

7. Termination. Either party to this Agreement shall have the right to terminate this Agreement, with or without cause, by giving written notice to the chief administrative officer of the other party by certified mail – return receipt requested. Any termination shall be effective thirty (30) days after receipt of notice of termination.

8. Entire Agreement, Amendments. This Agreement contains the entire understanding between the parties relating to the subject matter hereof and supersedes all oral statements and prior writings with respect thereto. No modification or waiver of this Agreement or any provision hereof, nor consent to any departure therefrom shall in any event be effective, irrespective of any course of dealing between the parties, unless the same shall be in a writing executed by a duly authorized representative of the party whose rights are being waived, and then such waiver or consent shall be effective only in the specific instance and for the purpose for which it is given.

9. Jurisdiction/Venue. This Agreement is to be construed under Texas law, and **venue for any action brought pursuant to this Agreement, or any activity contemplated hereby, shall lie exclusively in Garza County, Texas.**

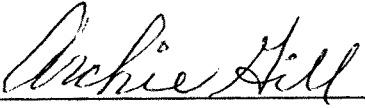
10. Current Revenues/Termination for Non-Appropriation. The City and County recognize that any payments made for performance under this Agreement shall be and are subject to the current revenues available to the paying party. Either party may terminate this Agreement, without incurring liability except to pay for any services already rendered, if funds sufficient to pay obligations hereunder are not appropriated by the respective governing bodies of the parties. Any party terminating due to non-appropriation shall provide the other party ten (10) days written notice of its intent to terminate this Agreement.

11. Execution/Multiple Originals. The execution, delivery and performance of this Agreement and the activities contemplated hereby have been duly and validly authorized by the governing bodies of the respective parties. This Agreement may be executed in two counterparts, each of which shall constitute an original.

EXECUTED on this the 23 day of October, 2017 (the "Date of Execution")

**CITY OF POST, TEXAS**

**GARZA COUNTY, TEXAS**

  
\_\_\_\_\_  
Archie Gill, Mayor

  
\_\_\_\_\_  
Lee Norman, County Judge

ATTEST:

Deana Smith  
Deana Smith, City Manager

ATTEST:

\_\_\_\_\_

**Exhibit B**

**INTERLOCAL AGREEMENT - PRISON LIFT STATION  
REPAIR and MAINTENANCE  
BETWEEN  
GARZA COUNTY, TEXAS AND THE CITY OF POST, TEXAS**

Equipment and materials associated with the prison lift station repair includes, but not necessarily limited to, the following:

- Pumps
- Motors
- Slide Rails
- Chains
- Level Control
- Electrical Controls and Panels
- Fittings
- Piping
- Fine screen
- Mechanical Bar Screen
- Screenings
- Duperon washer/compactor including associated water piping and valves
- 3-inch PVC Drain Pipe
- Discharge Chute
- Reinforced Concrete Valve Vault
- Plug Valves
- Check Valves
- Ladder
- Piping Supports
- Victaulic Couplings
- 6 - inch PVC Pipe Force Main
- Ductile Iron Fittings
- Megalugs



## **City of Post**

*Founded 1907 by C.W. Post*



Dear Michael G. Bodine, Contracting Officer  
Federal Bureau of Prisons

It has recently come to my attention that the Giles W. Dalby Correctional Facility in Post, Texas is being submitted by Management Training Corporation (MTC) in response to the Federal Bureau of Prison's Criminal Alien Requirement 16 request for proposal. I am writing to highly recommend MTC be considered for award of this contract.

Under the management of MTC, operation of the Dalby facility provides a significant economic contribution to the City of Post and Garza County from both tax revenue as well as jobs. MTC has an excellent reputation throughout the region and they make every effort to maintain the safety of the City of Post as well as Garza County and surrounding communities. I offer my full support to MTC and its proposal to utilize the Giles W. Dalby Correctional Facility under the proposed CAR 16 contract.

Sincerely,

Deana Watson  
City Manager