

**CITY OF ETOWAH, TENNESSEE
COMMISSION MEETING**

Record of Minutes of Special Called Meeting Date July 22, 2016 Sheet No. **1 of 2**

A special called meeting was held on Friday, July 22, 2016 at 4:45 p.m. in the Etowah Community Center at 155 Robinson Street, Etowah, Tennessee to approve the job announcement for the next city manager. All commissioners were present. Also present was Finance Director Rebecca Penney, and Interim City Manager Mike Tallent, and recording secretary Eva Valentine and MTAS consultant Margaret Norris.

Mayor Burke Garwood called the meeting to order at 5:00 p.m. and turned the meeting over to MTAS consultant, Margaret Norris.

NEW BUSINESS

Ms. Norris presented a draft for job announcement she had prepared and there was a consensus to approve the following ad:

The city of Etowah (population 3,490) is looking for the right person to be its next city manager. The board of commissioners is seeking an individual who is a people person, is clear, concise, who enjoys managing and directing, is a self-starter who finishes what he/she starts, and who has the knowledge, skills and abilities to run with city with efficiency and effectiveness. Position requires a minimum of a Bachelor's degree from an accredited four year university, and the board prefers candidates who have five years of successful city management experience. The annual budget is \$3.87 million and the city employees 40 FT and 20 PT employees.

If you are the person we're looking for, please submit your resume and a letter of interest, along with a completed city application, to the HR Director, Eva Valentine at valentine@cityofetowahtn.com or to 723 Ohio Avenue, Etowah, TN 37331-1645 by August 29, 2016. Salary DOQ/DOE, with an anticipated starting range of \$68,921 to \$ 75,000.

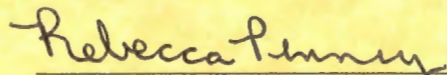
For more information about the city and the position, please visit the city's website at <http://www.cityofetwowahtn.com/>.

There was some discussion concerning travel expenses and telephone interviews for potential candidates for the city manager position. An additional topic discussed was determining the area in which advertising would be conducted. It was decided all applicants' resumes would be sent to City Hall and from there onto MTAS for screening and ranking.

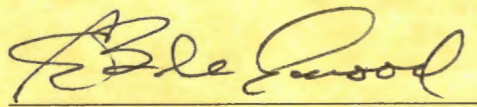
OLD BUSINESS

ADJOURNMENT

A motion was made by Vice-Mayor David James to adjourn the meeting, and Commissioner Jim Swayne seconded the motion and motion passed unanimously by a commission vote.

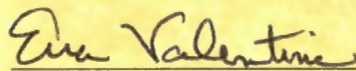


Rebecca Penney, City Recorder



Burke Garwood, Mayor

Respectfully submitted by:



Eva Valentine, Recording Secretary