

**MINUTES OF REGULAR SESSION
PIPERTON BOARD OF MAYOR AND COMMISSIONERS
January 17, 2017, 7:00 P.M.**

The Piperton Board of Mayor and Commissioners met in regular session on January 17, 2017 at 7:00 p.m. at City Hall, with Board members: Mayor Henry Coats, Commissioner Preston Trotter, Commissioner Hugh Davis, and Commissioner Neil Taylor present. Vice-Mayor Mike Binkley, City Planner Brett Morgan and City Engineer Harvey Matheny were absent. City Manager Steve Steinbach, Finance Director Maria George, Public Works Director Terry Parker, City Recorder Beverly Holloway, Police Chief Phil Hendricks, Fire Chief Reed Bullock were also present, along with Butch Rhea, William Meacham, Bret Morris, Steve Madden, John Granberry, Charles McElwee, Ronnie Stage, Nell Percer, Firefighter James Scott, Gwen Brown, Bill and Vicki Hancock, and Officer Daniel Hyde in the audience.

Agenda item 1. Call to order, establish quorum

Action taken: Mayor Henry Coats called the meeting to order at 7:00 p.m., and established that a quorum was present.

Agenda item 2. Prayer and Pledge of Allegiance to the American Flag

Action taken: Terry Parker, Public Works Director, led in the opening Prayer and Commissioner Neil Taylor led in the Pledge of Allegiance to the American Flag.

Agenda item 3. Any changes to the Agenda; Motion to adopt the Agenda

Action taken: There were no changes to the Agenda and Commissioner Preston Trotter moved to adopt the Agenda, seconded by Commissioner Hugh Davis. The Motion received all affirmative votes.

Agenda item 4. Any changes to the Minutes of December 20, 2016; Motion to adopt the Minutes of December 20, 2016.

Action taken: There were no changes to the Minutes of December 20, 2016, Commissioner Trotter moved to accept the Minutes of 12/20/16 as written, seconded by Commissioner Taylor. The Motion received all affirmative votes.

Agenda item 5. Review/approval of Financial Reports, Building Inspector's Report, Fireman's Report and Police Report

Steve Steinbach, City Manager, stated revenue collections from our primary sources other than property tax are strong and our fund balances are strong.

Mr. Steinbach stated on the Building Inspector's report that permits for single family structures are down as we discussed last month and we are approaching absorption of available product and new product will be coming on board and anticipates those numbers to increase.

Fire Chief Reed Bullock stated for the month of December there were 21 total calls with a third of those being outside the City, 3 medical calls, 3 motor vehicle calls with a total for 2016 of 238 calls.

Police Chief Phil Hendricks stated during the month of December there were 78 dispatched calls, 5 incident reports, 4 arrest reports, and 8 motor vehicles crashes, and also on the capital expenditure item that was a budgeted item, a server in the Police Department to house the car and body camera video, has received two bids and would like the Board's approval on the lowest bidder, Horizon.

Action taken: Commissioner Trotter moved to accept the bid from Horizon for the video server, seconded by Commissioner Davis. The Motion received all affirmative votes.

Mr. Steinbach commended Chief Hendricks on his annual report and is very appreciative on his efforts on that.

Action taken: Commissioner Davis moved to accept all reports, seconded by Commissioner Taylor. The Motion received all affirmative votes.

Agenda item 6. Recess: hold Public Hearing concerning Ordinance No. 274-16, amending the Budget for FY 2016-17, (First Amendment)

Action taken: Commissioner Trotter moved to recess, seconded by Commissioner Davis. The Motion received all affirmative votes.

Mr. Steinbach stated this is the public hearing and the second reading, within this budget amendment we are proposing amendments to our General Fund Budget, Sewer Budget, Water Fund Budget and Garbage Fund, and beginning with the General Fund there are 18 items, for the most part the majority of these items are to address either unanticipated expenditures, oversights in expenditures that were previously budgeted for example the telephone expenditures there was an oversight on cell phone reimbursement expenses; we additionally had a new phone system installed for the City and there were prorated distribution of those expenditures for each department and there were increases there; line items 2 & 3 addresses the increased salaries and associated fica taxes for the Planning Commission that went into action two months sooner than anticipated; item 4 addresses the economic study, this item along with the Fletcher Road Bridge project where we had budgeted the expenditure in fiscal year 2016 but we are not able to accrue under new State accounting laws so this is a recognition of that expenditure; item 5 addresses a significant increase in computer expenditures dealing with the implementation of the new server and the attempted mitigation by the removal of the third party payroll processing that we had budgeted for and have instructed the Finance Director to delay implementation until next year so we could soften the blow of the data processing support charge; item 9 & 10 addresses hospitalization insurance that was increased due to changes in employees coverage classifications (i.e. Employee Only to Employee/Spouse); item 13 is recognition of receipt of TDOT grants for the Fletcher Road Bridge project; item 14 are expenditures related to the capital improvements program for Public Works (Road Repair Patch and Culvert) that was originally budgeted at \$50,000, that line item funded a variety of capital improvement projects that exceed estimated expenditures which the bulk of that money was for road patching and repair; item 15 is for a new line item for the TCRS Actuarial Study, this study is an attempt to increase the benefit profile for the City employees, and proposing to moving the City's current 457, a self-directed plan, to the State's 401k plan which there are benefits to the City such as saving on taxes and the fiduciary responsibility of will be the burden of the State, the TCRS plan provides for defined benefits plan which is a traditional pension but would like the City to explore the possibility of a hybrid plan, the actuarial study is conducted by the State at a cost of \$1500.00 and that would give the Board insight as to what it would cost the City to ultimately fund a defined benefits plan or a hybrid plan; items 16,17 and 18 are related to the Fire Department expenditures, Chief Bullock is asking for permission to transfer monies from Medical Supplies to Personal Equipment to cover turnouts for our new employees; item 18 is the covered roof addition that was appropriated last fiscal year to provide cover for engine 33 that was never expended and he has found one at a lower price and we are asking that be included back into the budget; on Exhibit B, the Sewer Fund, this is related to items that could not be accrued back to the budgeted items for last fiscal, this is not new monies it is just an accounting issue, also the City contracted with Pickering Firm to do the professional civil design for the Rossville sewer connection project and the amount that was left was \$15,500.00 and it could not be accrued back so that will be added to this fiscal year; item 3 is the preliminary design Piperton/Rossville Sewer, when this was approved for the City the Board adopted the fiscal year 2017 budget and staff had provided for a place holder for the project but staff did not know the cost or how it would be funded so staff provided for a \$37,000.00 line item which was a calculation of what the debt service would be on a million dollars at 2%

interest rate as a place holder, the Board appointed finance committee met and had a bid that was approved and the funding source was identified so the first invoice of \$18,665.00 was paid from that line item and we moved the balance over into the new funding source which will be the Water Fund; on exhibit C, the Water Fund consists of the Rossville Sewer Line Construction Project which the original bid was \$316,000.00 and the contractor ask for and the Board approved a change order to clear an area for the wet well but staff wants to make sure every expenditure associated with the sewer project is included in one line item (Rossville Sewer Line Construction Project) so the \$332,050.00 identifies the funding source as being from our water fund saving account and this includes the contractor's bid, the change order, the inspection services that are necessary to insure that the infrastructure is installed correctly, any legal fees associated with this, along with the railroad which is charging an obscene amount to provide flagmen for a bore under their right of way and that is the entirety of all the expenditures related to the sewer project and the second item is the preliminary design for Piperton/Rossville, this is the receipt of the \$18,665.00 that represents the expenditure that had already taken place for the contractor prior to the funding source being identified and staff has a full reconciliation of all the costs associated with the project which were scattered around in our budget but we are within budget in the various scattered line items in which they were approved but they have been consolidated into one funding source so it is more transparent; on Exhibit D, the Garbage Fund, the City had budgeted for a half of fiscal year for recycling collections due to the anticipation of the end of the recycling program and staff still anticipates the recycling program to go away but the vendor has hung in there so we are continuing to offer so the budget amendment recognize the additional revenue receipts for the full fiscal year and the associated expenditures to the vendor less the City's margin, staff has asked our Public Works Director to review our current contract, we had negotiated options to allow staff to revisit that and with gas prices being low it was to our benefit to keep them there but they are starting to inch up as will oil and the Mayor has asked staff to look at expanding the service offerings for the residents based on new contractual terms that Rossville engaged in and feels the vendor will probably remove itself from the recycling business but staff will look at it at that time

Action taken: Commissioner Davis moved to reconvene, seconded by Commissioner Taylor. The Motion received all affirmative votes.

Agenda item 7. Second Reading, Ordinance No. 274-16, amending the Budget for FY 2016-17, (First Amendment).

Action taken: Commissioner Trotter moved to adopt Ordinance No. 274-16 on second reading, seconded by Commissioner Davis. The Motion received all affirmative votes.

Agenda item 8. Recess: hold Public Hearing concerning Ordinance No. 275-16, amending the Piperton Business Center Planned Development Overlay (PD-O) Master Development Plan, Phase 2

Action taken: Commissioner Trotter moved to recess, seconded by Commissioner Taylor. The Motion received all affirmative votes.

Mr. Steinbach stated this is a request for an amendment to Piperton Business Center to amend the outline plan conditions, this item was reviewed by the Planning Commission and was recommended for approval by the Board of Mayor and Commissioners, and when the development was initially platted and approved there was a single lot that consisted of two principal improvements and one of the property owners had approached the City about subdividing the lot so that the principle improvements would reside on their own lots but the only problem was the planned development provided for a minimum lot size which the new lots would not be able to comply with so it was suggested to the applicant that they pursue the amendment of the outlining plan conditions for a regulatory standpoint the benefit of having a planned development is on full display because the change to this is not applicable City wide it is only

applicable to this particular development furthermore the changes to the outline plan conditions reduced the minimum lot size to an acre and reduced the minimum lot width to accommodate the two principle structures that are located on the respective lots are only applicable to this lot, there was a requirement that all of the property owners that are a party to declaration of covenants within this development agree to that and that was achieved and have executed the appropriate private documents.

Action taken: Commissioner Trotter moved to reconvene, seconded by Commissioner Davis. The Motion received all affirmative votes.

Agenda item 9. Second Reading, Ordinance No. 275-16, amending the Piperton Business Center Planned Development Overlay (PD-O) Master Development Plan, Phase 2

Action taken: Commissioner Taylor moved to adopt Ordinance No. 275-16 on second reading, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Agenda item 10. Recess: hold Public Hearing concerning Ordinance No. 273-16, repealing section 185-3058 of the Piperton Municipal Code, in its entirety, pertaining to Cross-Connection and Back Flow prevention, and replacing same.

Action taken: Commissioner Trotter motioned to recess, seconded by Commissioner Davis. The Motion received all affirmative votes.

Terry Parker, Public Works Director, stated the following request has been made that we repeal previous provisions in our Ordinance and improve our compliance on the return of the backflow reports which we have a program which is based on TDEC and would be changing the date to become more compliant.

Mayor Coats stated we were requiring residents to check their backflows when shutting the irrigation systems down and now we will require this to be done in the springtime.

Mr. Parker stated we have about 80% of the returns which during State inspections is not good enough for compliance with the State and there will be a letter sent out to all residents advising on the new procedure requirements.

Action taken: Commissioner Davis motioned to reconvene, seconded by Commissioner Taylor. The Motion received all affirmative votes.

Agenda item 11. Second Reading, Ordinance No. 273-16, repealing section 185-305 of the Piperton Municipal Code, in its entirety, pertaining to Cross-Connection and Back Flow prevention, and replacing same

Action taken: Commissioner Trotter moved to approve Ordinance No. 273-16 on second reading, seconded by Commissioner Taylor. The Motion received all affirmative votes.

Agenda item 12. Any other old/new business, questions or matters from the audience

- 1) Mr. Steinbach ask the Board to consider a Board Retreat that fits into your schedule, possibly the 6th or 7th of February and will send an email to followup.
- 2) Nell Percer inquired on the culvert at the highway and Windover where the work was going on for the pipeline, it looks like the culvert has a big dip on the southside of the road at the intersection and thought they were going to repair both of them when they did the culvert and is that covered by the State.

Mayor Coats stated Mr. Parker will look into it and if it is on Hwy 196 it is the State's. Mr. Parker stated that he, Commissioner Trotter and the State representative met at the location and the State will return once we determine what else needs to be done. Commissioner Trotter stated they were waiting for us to let them know whether the neighbors would allow trenching through their yards.

Agenda item 13. Adjournment

Action taken: Commissioner Trotter moved to adjourn, seconded by Commissioner Taylor. The Motion received all affirmative votes and the meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Beverly Holloway, City Recorder

Approved: _____ date: _____