

**MINUTES OF REGULAR SESSION  
PIPERTON BOARD OF MAYOR AND COMMISSIONERS  
February 19, 2019, 7:00 P.M.**

The Piperton Board of Mayor and Commissioners met in regular session on February 19, 2019, at 7:00 p.m. at City Hall, with Board members: Vice-Mayor Mike Binkley, Commissioner Hugh Davis, Commissioner Preston Trotter and Commissioner David Crislip present. Mayor Henry Coats was absent. City Manager Steve Steinbach, Finance Director Maria George, Fire Chief Reed Bullock, City Planner Brett Morgan, Police Chief Phil Hendricks, Building Official Tommie Johnson and City Recorder Beverly Holloway were also present. Those present in the audience were Butch and Carolyn Rhea, William Meacham, Charles McElwee, Jack Murphy, Gwen Brown, Gary Thompson (Twin Lakes), Michael Rogers (Fisher Arnold), Elizabeth McCommon, Vicki Hancock, Bob Archer, John McCarty (Piperton Preserve), Mike Russell (Piperton Preserve), Cynthia Johnson, Judy Baker, Kay Long, Beth Gallagher, Dennis Rasche, Firefighter Dwayne Cochran, Firefighter Michael Weldy, Officer Hubbard, et al in the audience.

**Agenda item 1.** Call to order, establish quorum

**Action taken:** Vice-Mayor Mike Binkley 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:** Fire Chief Reed Bullock led in the opening Prayer and Commissioner Preston Trotter led in the Pledge of Allegiance to the American Flag.

**Agenda item 3.** Any changes to Agenda; Addition/Deletions; Motion to adopt Agenda

**Action taken:** There were no changes to the Agenda, Commissioner 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 the Regular Session of January 15, 2019; Motion to adopt the Minutes of the Regular Session of January 15, 2019.

**Action taken:** There were no changes to the Regular Session of January 15, 2019 and Commissioner Trotter moved to approve the Minutes of January 15, 2019 and seconded by Commissioner Davis. The Motion received all affirmative votes.

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

City Manager Steve Steinbach stated we are in the seventh month of our fiscal year 2019, 58% is what staff is looking for on our major revenue items, those items were budgeted at 6 figures and are tracking ahead of that number and overall we are at 62% for the fiscal year, cash positions continue to be strong and fund balances are also doing well and doesn't see any particular issues at this junction.

Building Official Tommie Johnson stated during the month of January there were 40 total permits with 8 for new single family dwellings, conducted 120 inspections and handled 6 code compliance issues.

Commissioner Davis inquired on the status of the Hwy 196 property, it appears it is getting worse.

Mr. Johnson stated it is in the courts hand and the Judge has imposed fines.

Mr. Steinbach stated the City Attorney is following up on the matter and will take appropriate action, it takes time to follow due process.

Fire Chief Reed Bullock stated during the month of January there were a total of 28 calls with 24 in the City, we did host the "Hospital Wing Night", and the topic of instruction was Pediatric Airway Emergencies.

Police Chief Phil Hendricks, stated during the month of January there were 64 dispatched calls, 5 incident reports, 4 arrest reports and 5 vehicle crash reports and also during the month of January, Officer Traugher completed his Bachelor's Degree in Criminal Justice Administration.

**Action taken:** Commissioner David Crislip moved to approve all reports, seconded by Commissioner Trotter. The Motion received all affirmative votes.

#### **Agenda item 6.** Presentation of FY 2018 Audit Results

Mr. Steinbach stated Linda Coffman, the City's Auditor, could not attend the meeting due to a previous conflict however the report that was submitted to the State at the end of last year provides an overview of the financial picture; page 9 best sums up the City's financial position, please see the 2<sup>nd</sup> paragraph, the Governmental funds Net Position was increased by \$ 448,625.00 and Business-type activities' Net Position (Enterprise Fund) increased by \$668,539.00 and staff makes sure we are running in the black in our Enterprise Sewer and Water fund operations to ensure the State Water/Sewer Board is satisfied, the overall financial position is in a very healthy position.

#### **Agenda item 7.** Recess; hold Public Hearing concerning Ordinance No. 302-19, amending previously approved Master Development Plan/CD-O of Twin Lakes (Ord 79-05)

**Action taken:** Commissioner Davis moved to recess to hold Public Hearing concerning Ordinance No. 302-19, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Brett Morgan, City Planner, stated Twin Lakes CD-O was brought to this Board to amend the overall development plan, the plan was initially approved in 2005 as 154 lot subdivision and during the submitting of phases, this plan has changed from a 2 phase subdivision to a 3 phase subdivision and there have been minor changes through the first 2 phases of the applications made to the City and the most recent application was made for phase 3 and in the application they have ask for consideration of several items, one being the transformation of 3 of the conservation lots into typical lots and then the open space area that went with those lots would be part of the dedication of the overall area that would be dedicated to the City that is currently the sewer drip fields, this change was approved by the Planning Commission along with all the other minor changes since the time of inception and staff felt it was time to amend the overall development plan to memorialize where the plan is now.

Commissioner Crislip inquired what will end up happening with the drip fields in the end.

Mr. Morgan stated the Planning Commission is currently looking at what to do with these areas such as a passive park for the future.

Commissioner Trotter noted a correction to the Ordinance concerning the public hearing date that was stated as February 12<sup>th</sup> should be February 19<sup>th</sup>.

Beth Gallagher inquired when the property is taken out of the conservation lot who is responsible for the upkeep of that.

Vice-Mayor Binkley stated the City is responsible for maintaining the area.

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

**Agenda item 8.** Second Reading, Ordinance No.302-19, amending previously approved Master Development Plan/CD-O of Twin Lakes (Ord 79-05)

**Action taken:** Commissioner Crislip moved to approve Ordinance No. 302-19 on second reading, seconded by Commissioner Davis. The Motion received all affirmative votes.

**Agenda item 9.** First Reading, Ordinance No. 303-19, amending the Budget for FY 2018-2019, (Second Amendment) for the City of Piperton

Mr. Steinbach stated the 2<sup>nd</sup> fiscal year 2019 budget amendment consists of proposed amendment to the General Fund, the Water Fund, the Street Aid Fund (a special revenue fund) and the Sewer Fund, staff is considering additional items based on emergency repairs dealing with our streets, there is a culvert that is failing on Parnell Road (which the Chief and City Engineer brought to his attention) and will give a full overview at the second reading so with regard to the General Fund, Exhibit A, proposing amendments to the Administrative Department, Public Works, Building Department, Fire Department and our General Fund Appropriation, within the Administration-line item 1, we are looking at an increasing the GIS/Mapping line item (due to changes in corporate boundaries, several rezoning and amendments to the Major Road Plan), line item 2 is an increase based on the Board's approval of a citywide advertising marketing campaign with the Town Square Publication along with the publishing of the City newsletter, line item 3 is an increase due to employee health insurance deductible, in Public Works-line item 4 is an increase to connect to the force main instead of the conventional septic system for the new Public Works Building, line item 5 is for increased personnel expenses for emergency repairs, in the Building Department, line item 6 is for annual permitting software moved from the Admin Dept and to create an account on item 7 for the international codes books that the Board approve, in Fire Department, line item 8 is to increase Materials/Supplies/Maintenance due to required repairs to the F-450 and repairs to the Fire Station, item 9 to increase office supply expenditures, line item 10 the increase is due to additional overtime which exposes our liability, in General Fund-item 11 is the increase due to a change order the Board authorized, with regards to the Water Fund (Exhibit B)-item 1 reflects an increase due to required repairs to three hydrants on Keough Road, item 2 creates fund appropriation for emergency repairs for a water line leak on Keough Road, with regards to the Street Aid (Exhibit C) line item 1 reflect the transfer from General Fund for the change order and the associated expenditure for that and for the Sewer Fund (Exhibit D) –line item 1 reflects an increase due to under budgeted expenditures at the beginning of the fiscal year, line item 2 reflects an increase due to additional lab testing required by the State (7 day a week testing), line item 3 reflects an increase to Materials/Supplies/Maintenance and line item 4, create new fund appropriation for ongoing repairs and restoration to decentralized sewer plants and also Provenance Subdivision which is a development outside of our corporate boundaries is preparing to record a plat and begin and initiate development so there will be additional expensed associated with the decentralized facility which has been sitting idle for two or three years.

**Action taken:** Commissioner Trotter moved to accepted Ordinance 303-19 on first reading, seconded by Commissioner Davis. The Motion received all affirmative votes.

**Agenda item 10.** Development Agreement – Twin Lakes Phase 3

Mr. Morgan stated this is the Development Agreement for Phase 3 of Twin Lakes containing approximately 36.48 acres to develop into a 38 single family lot development, the total estimated fees are \$111,300.00 with a \$100,000.00 surety.

**Action taken:** Commissioner Crislip moved to approve the development agreement for Twin Lakes Phase 3, seconded by Commissioner Trotter. The Motion received all affirmative votes.

**Agenda item 11.** Development Agreement – Piperton Preserve Phase 4

Mr. Morgan stated this development agreement is Phase 4 of Piperton Preserve containing approximately 12.28 acres to develop into a 26 single family lot development, the total estimated fees are \$92,820.00 with a \$100,000.00 surety, this has gone before Planning Commission and has received full approval and does follow the Master Development Plan as it was previously amended by this body.

Commissioner Trotter stated on page 24, item 5, add the words “Identify the” before location, size, etc.

**Action taken:** Commissioner Trotter moved to approve the development agreement for Piperton Preserve Phase 4, seconded by Commissioner Davis. The Motion received all affirmative votes.

**Agenda item 12.** Consideration of Bids/Bid Award – Fire Department (Washer/Dryer)

Fire Chief Bullock stated did receive a FEMA Micro Grant back in the fall for \$23,810 with an additional \$1,190.00 contributed by the City as the 5% required match, the purpose of the grant is to purchase a turnout gear washer and dryer, we did advertise for bids and received three bids for the project with L&M Laundry Service meeting all the requirements specified, staff recommends to accept the bid from L&M Laundry Services at a cost of \$18,805.29.

**Action taken:** Commissioner Davis moved to approve the bid for the washer/dryer for the Fire Department, seconded by Commissioner Trotter. The Motion received all affirmative votes.

**Agenda item 13.** Consideration of Professional Services Agreement – FY 2019 Audit

Mr. Steinbach stated Linda Coffman has submitted her proposal on my request for FY 2019 audit services, staff recommends approval of the proposal.

**Action taken:** Commissioner Trotter moved to approve the professional service agreement proposal for Linda Coffman for FY 2019 audit, seconded by Commissioner Crislip. The Motion received all affirmative votes.

**Agenda item 14.** Any other old/new business, questions or matters from the audience.

Kay Long inquired about the newsletter.

Mr. Steinbach stated the Mayor has appointed an editorial team which has been working diligently, has seen the draft template and is very impressed, department heads are scheduled to provide their overview by the end of this month and it should be going to print mid-March.

Commissioner Davis inquired about putting trash on the curb next month or not.

Mr. Steinbach stated we have renegotiated the agreement with our garbage provider and beginning with March billing they will now pickup large appliances, couches and increase the amount of rubbish that will be picked up and that should be in the newsletter and provided online, we will be getting an additional 2 cubic yards per week on the limbs which is the equivalent of their back hopper and there will be requirements on how they are bundle.

**Agenda item 15.** Adjournment.

**Action taken:** Commissioner Davis made a motion to adjourn this meeting, seconded by Commissioner Trotter. The Motion received all affirmative votes and the meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Beverly Holloway, City Recorder

Approved: \_\_\_\_\_ date: \_\_\_\_\_