

**MINUTES OF REGULAR MEETING  
PIPERTON BOARD OF MAYOR AND COMMISSIONERS  
April 20, 2021, 6:00 P.M.**

The Piperton Board of Mayor and Commissioners met in regular session on April 20, 2021 at 6:00 p.m. at City Hall, with Board members: Mayor Henry Coats, Vice-Mayor Mike Binkley, Commissioner Preston Trotter, Commissioner Hugh Davis and Commissioner David Crislip. City Manager Steve Steinbach, Police Chief Phil Hendricks, Fire Chief Reed Bullock, Finance Director Maria George, Public Works Director Richard Mills, Bill Kilp, Building Official Tommie Johnson and City Recorder Beverly Holloway were present. City Planner Brett Morgan and City Engineer Harvey Matheny were absent. Vicki Hancock, William Meacham, Liz McCommon, Carolyn Rhea, and et al were present in the audience.

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

**Action taken:** Mayor Henry Coats called the meeting to order at 6:00 p.m., and established that a quorum was present.

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

**Action taken:** Ms. Liz McCommon 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; Motion to adopt Agenda

**Action taken:** There were changes to the Agenda with a request to table item #7, Piperton Hills CD-O, Phase 1 Development Contract and item #14, Consideration of Sewer Connection Policy until next month, Vice-Mayor Mike Binkley moved to adopt the agenda with the tabling of item #7 and item #14, seconded by Commissioner Trotter. The Motion received all affirmative votes.

**Agenda item 4.** Any changes to the Minutes of the Regular Session of March 16, 2021 and the Work Session Minutes of March 30, 2021: Motion to adopt the Minutes of the Regular Session of March 16, 2021 and the Work Session Minutes of March 30, 2021

**Action taken:** There were no changes to the Minutes of the Regular Session of March 16, 2021 and the Work Session Minutes of March 30, 2021, Commissioner Trotter moved to approve the Minutes of the Regular Session of March 16, 2021 and the Work Session Minutes of March 30, 2021, seconded by Commissioner David Crislip. The Motion received all affirmative votes.

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

City Manager Steve Steinbach stated our revenues have exceed 100% of our budgeted items, actually budgeted revenues are at 2.9 million a function of a continued robust sales tax dollars at 138.5%, property tax revenue have come in higher as a result of the active building activity, some reductions in our policing operations resulting from the effected shutdown of the courts due to covid but other than that I am pleased with those numbers, expenditures are being tallied now and we have had a lot of end of year expenditures relating to emergencies related to equipment purchases and we are in the process of budgeting for next fiscal year, templates have been distributed to Department heads and we have started to discuss operational and capital expenditure request, balance sheets are satisfactory across the various funds, and have sufficient savings within our enterprise funds operations.

Building Official Tommie Johnson stated we have filled the inspector's position with Pamela Houston joining the team, during the month of March we had 73 active homes under

construction, issued 71 total permits with 10 for new single dwellings, conducted 225 total inspections and handled 5 code compliance issues.

Fire Chief Reed Bullock stated as of March, there were 13 residential permits, 10 Rough inspections, and 7 finals, there were 27 total calls with 26 in the City with the majority being medical (73%) and 1 mutual aid call (grass fire on Raleigh LaGrange), resumed Business Safety checks in March, commended Lt. Hursh for receiving his Rope Operations Certification from the State and Firefighter Farris also received his Rope Operations along with his Rope Rescue Technician Certificate, and Chief Bullock attended a Hazard Mitigation Meeting on behalf of the City which allows us to seek mitigation and disaster funding when available, and commended Reserve Jason Roberts for completed his Firefighters One Certification.

Public Works Director Richard Mills stated Public Works responded to 3 after hours call outs in March, there were 93 work orders with 53 water related, made 15 street repairs and 132 utility locates from 811 and picked up 43 bags of litter, work continues evaluating the Elevated Water Tank with A2H and appears the tank is not operating as it should due to elevation differences we should hopefully wrap that up within the next month and have a fix for it, we are still waiting on the structural analysis for the Pinckney House and specifications will be developed for repair proposals, Jeff Pierce from OPV and staff went through the Wastewater Treatment Plant and found things that will have to be repaired also stated working with LDA Engineering and Brown and Caldwell Engineering to help out with the wastewater plant as well and Robert Gaines with Gaines, Williams and Associates is also on board to look at any electrical issues at the plant and will look at installing SCADA so we can operate the plant and that will be an ongoing thing for pretty good while, and two new zero-turn mowers were delivered and are in service, we are advertising for two part time seasonal grounds maintenance employees and one full time front office clerk which we have interviewed and offered the position to the applicant.

Mayor Coats requested an update on Mann Drive street lighting.

Mr. Mills stated that he met with Chris Parker with Chickasaw Electric and they have pin-pointed seven electrical poles that we can install led street lights on and should have a cost estimate hopefully by the end of the week.

Mayor Coats requested Mr. Mills to get with TDOT regarding Hwy 57, Hwy 196 & Hwy 72 for the possibility of the City cutting those areas.

Police Chief Phil Hendricks stated during the month of March there were 35 dispatched calls, 6 incident reports, 3 arrest reports and 3 motor vehicle crash reports.

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

#### **Agenda item 6.** Marion Clark Water Adjustment Request

**Action taken:** Commissioner Crislip moved to postpone this item, seconded by Commissioner Trotter. The Motion received all affirmative votes.

#### **Agenda item 7.** Piperton Hills CD-O, Phase 1 Development Contract

**Action taken:** Item tabled at the beginning of the meeting.

**Agenda item 8.** Recess – hold Public Hearing concerning Ordinance No. 336-21, repealing Ordinance No. 272-16 in its entirety and establishing an amended City of Piperton Water Policy

**Action Taken:** Vice-Mayor Binkley moved to recess the meeting to hold Public Hearing, seconded by Commissioner Davis. The Motion received all affirmative votes.

Mr. Steinbach stated this and its companion item which is the comprehensive fee structure, the genesis of all of this was the decision to move away from a depository for

maintaining water deposits and so the proposal is to move away from a deposit system to a non-refundable one-time fee system.

**Action Taken:** Vice-Mayor Binkley moved to reconvene the meeting, seconded by Commissioner Davis. The Motion received all affirmative votes.

**Agenda item 9.** Second Reading, Ordinance No. 336-21, repealing Ordinance No. 272-16 in its entirety and establishing an amended City of Piperton Water Policy

**Action taken:** Vice-Mayor Binkley moved to accept Ordinance No. 336-21 on second reading, seconded by Commissioner Trotter. The Motion received all affirmative votes.

**Agenda item 10.** Recess – hold Public Hearing concerning Ordinance No. 337-21, repealing Ordinance No. 308-19, in its entirety and revising/adopting various fees for the City of Piperton

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

Mr. Steinbach stated this is the companion item, this document represents the City comprehensive fee structure only applicable for consideration this evening are the portions of the fee structure dealing with the water system fees, first and foremost we are purposing the removal of the deposit structure to enact a non-refundable connection fee of \$100.00 for residential and \$150.00 for commercial, on page 5 there is simple note to reference the water ordinance that you just approved, as part of Mr. Mills' review on page 3 under the 2c under the meter installation a new provision dealing with meters over 2 inches in size.

Mr. Mills stated when you get above 2" meters the pricing jumps up so this covers the costs of the meter box and other incidental charges and the plus cost is for the cost of the meter.

**Action taken:** Vice-Mayor Binkley moved to reconvene the meeting, seconded by Commissioner Crislip. The Motion received all affirmative votes.

**Agenda item 11.** Second Reading, Ordinance No. 337-21, repealing Ordinance No. 308-19, in its entirety and revising/adopting various fees for the City of Piperton

**Action taken:** Commissioner Trotter moved to approve Ordinance No. 337-21 on second reading, seconded by Vice-Mayor Binkley. The Motion received all affirmative votes.

**Agenda item 12.** First Reading, Ordinance No. 338-21, adopting Stormwater Design Standards

Mr. Steinbach stated this is the consideration of a highly technical document, for years our contract civil engineers have applied generally accepted engineering standards as it pertains to methodologies and calculations dealing with stormwater, dealing with different types of methodologies that are available to civil engineers in terms of calculating the amount of stormwater flows that result from an area pre and post developed and this is a document that I have wanted the City to adopt for a number of years, we started discussing the provisions of this at least 5 or 6 years ago and last year we hired Robert Reeves who is a local land development civil engineer and with his assistance along with Bill Kilp and City Engineer Harvey Matheny the result was the document prepared and approved, adopted by the Planning Commission and is before you this evening for first reading and Mr. Kilp has conveyed to me his desire to tweak a few final technical items but beyond that the document will remain largely in tack.

Bill Kilp stated as a developing community storm drainage is extremely important, we are updating our stormwater design standards to current acceptable standards in the region as well as holding developers in Piperton accountable for a good storm drainage design plan, we are looking at the storm event (100 year storm event) which is an opportunity for rainfall over 24 hours to be to the level of once in a 100 years, this manual brings us to the 25 year

storm and that is what we will be designing most of the local drainage towards and for, the major culverts under highways and thoroughfares will be designed for the 100 year storm, we will be looking at velocity, erosion, detention basins and all the different aspects of storm drainage design, there will be a couple of small edits to it for the next reading.

Mr. Steinbach stated as with any regulatory document that has the effect of costing the development community money, it goes without saying we don't take these things lightly and any new regulatory document rules requirements can have the effect of increasing the cost of doing business and undoubtedly this document will have that effect but right now because of our physical characteristics we are not experiencing the drainage issue that are more pervasive in the more urbanized communities to the west, I say that though I am dealing with issues with Shaw's Creek and have met with their Homeowners Association and this is what happens when somebody drops the ball with regard to the process and the process includes an idea, a concept, a design, and construction and even though most of our developments utilize open what we call rural drainage systems we are now starting on our first urban subsurface drainage system at Piperton Preserve and driving by Piper Hollow on Keough you are starting to see the installation of curb and that will have subsurface and the effect of that is an increase in velocity of stormwater so over time as you get more and more of these you can have the potential to experience issues that culminate over years so with this document we are trying to get ahead of what is coming, I believe it is a document we can grow on so invariably any time there is an adoption of a document like this that is highly technical not easily understood by people, once it makes its way to the professional design community there will be comments on it and those comments may find their way back to you and that is the political process but there is nothing in this document that I have reviewed at least that is a new paradigm shift that is generally not observed or recognize as good stormwater management oversight.

Commissioner Davis inquired if TDEC is involved or are you looking at TDEC's regulations in things as it relates to this since we do have Russell Creek and the Wolf River Basin that we contribute to?

Mr. Kilp stated we are always having to be in compliance with TDEC regulations and changes, we have an open policy where we communicate with them and we have had meetings about silt fencing etc.

Mr. Steinbach stated we have a waiver from urban drainage requirements that Collierville and Bartlett follow and you may not be aware of that but this particular document will put us in a position to be in compliance with that when our population increases to that level, communities like Collierville and Germantown speaking of TDEC they are under specific requirements as a result of their populations to address certain criteria in developments and this document goes a long way towards insuring that we are able to do that when we ascend to that level of population and when I was appointed City Manager one of the things I did was take a look at our development fee structure and there are a lot of fees that were not necessarily legal in terms of what the State permits us to collect, we have streamlined the City's development fee process and collection at the on-set of plans review and development contract but the City has it owns private act for our own adequate facilities fee and we have yet to invoke that but one of the things I have ask the City attorney look at is our legal ability to utilize that to collect drainage fees, the issue with Shaw's Creek has caused me to consider a drainage fee applicable to new development.

**Action taken:** Vice-Mayor Binkley moved to adopt Ordinance No. 338-21 on first reading, seconded by Commissioner Trotter. The Motion received all affirmative votes.

**Agenda item 13.** Consideration of the creation of an advisory Code Compliance Advisory Committee and appointment of inaugural members

Building Official Tommie Johnson stated we have situations where builders and residents are bringing issues to the Mayor so we discussed ways to have better understanding and better communication between the Building Department, the residents and the Builders to have a better understanding of our codes and ordinance, we have suggested a committee of myself, citizens and contractors to serve on the committee to promote good communication.

Mr. Steinbach stated this committee would have no specific regulatory authority, it simply an advisory committee to report back to the Board of Mayor and Commissioners the concerns that have been brought to the committee's attention and the hope is to increase communication and ask the Board to consider creating this committee and appointing the recommended members.

Mr. Johnson suggested the following to be committee members: Mike Tigner of Dove Electric, Bobby East of East Construction, Real Estate Agent Vanessa Marshall, Dave Moore and alternate Michelle Shaul.

**Action taken:** Commissioner Trotter moved to create the Code Compliance Advisory Committee and offer participation to the people recommended by Mr. Johnson, seconded by Commissioner Davis. The Motion received all affirmative votes.

**Agenda item 14.** Consideration of Sewer Connection Policy

**Action taken:** Item was tabled at the beginning of the meeting.

**Agenda item 15.** Any other old/new business, questions or matters from the audience

There was none.

**Agenda item 16.** Adjournment

**Action taken:** Vice-Mayor Binkley made a motion to adjourn the meeting, seconded by Commissioner Trotter. The Motion received all affirmative votes and the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Beverly Holloway, City Recorder

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