

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS WORKSHOP MINUTES

January 4, 2018

Patti L Carroll, Mayor
Shannon L Crutcher, Vice Mayor
Derek K. Burks, Commissioner
Scott Lucas, Commissioner
Debby Rainey, Commissioner
Scott Collins, City Manager
Tom Daugherty, CFO
Tim Potter, City Attorney
Brandy Johnson, City Recorder

Present: Burks, Crutcher, Lucas, Rainey
Others Present: Collins, Johnson
Absent: Carroll

1. **Call to order** by City Manager Collins at 6:10 p.m.

2. **Items of Discussion –**

- A. Highway 100 at Cumberland Drive TDOT Contract – TDOT has agreed to assist with the improvements to the Highway 100/Cumberland/Crow Cut intersection by paying the city's 20% match to our \$585,000 in FAST act funds which equals \$150,000. Total project cost will be \$732,000 with the city only contributing 20% match for the work done on Cumberland and Crow Cut. We anticipate some right-of-way to be purchased approximately 20 feet deep on either side of the highway. As far as the schedule, we are looking at design in spring or summer of 2018 with construction beginning spring of 2019 and completion in the third quarter of 2019. The state and our city attorney have approved the contract for this project.
- B. City Manager Contract – Collins presented contract options from MTAS, city attorney Tim Potter and a hybrid version. The Board approved a contract a few months ago and Collins hasn't executed it. This hybrid version is a counter offer from Collins. He reviews items in the MTAS and Potter versions offering compromises to save the city money and be fair to both parties. A point of contention in previous versions has been termination of the contract by voluntary resignation and how the city will recover from the expense of hiring a new city manager. Collins offered for the city to retain half of accrued leave for voluntary resignation with a 45-day notice.

Break workshop at 6:55 p.m. for regular BOC meeting and resume workshop after conclusion of regular meeting beginning at 7:30 p.m.

- C. Speed Limits Update – Signage and new posts (where required) have been ordered and will be installed when we get them. No changes will be enacted until all new signage is completely installed.
- D. Comprehensive Plan Schedule – Request for Qualifications (RFQ) posts tomorrow on the city site, APA and ICMA with a deadline of January 26 and we will have the option for in-person interviews. Deadline for completed plan is December 20, 2018 to be enacted in January of 2019 to coincide with the expiration of the moratorium. After submittals for the RFQ begins the real work and 2018 is going to be a busy year!
- E. Personnel Changes – As we review staffing we have identified a couple areas of internal weakness that need to be repaired quickly while we prepare for the future and one of these areas is engineering. Collins notes he met with Mr. Hall and discussed his position will go away with the budget that begins July 1, 2018. We need the professional help and can't justify the Codes Director

position (currently at a \$68,000 salary) will be filled with work every day. Between the cost savings of the Codes Director position and the savings from our current engineer we hope to end up saving money in the long run. There will be a transition period and we may need to shuffle staff and share duties for a time but the goal is to get the most we can out of our money.

- F. Admin Vehicles – Currently we have three vehicles assigned to city hall. One 2008 Impala (with 94,000 miles and not aged out by mileage but by age) and two 2010 Ford Escapes (one of which is assigned to the building inspector). When we add an engineer that position will need a vehicle and looking at state bids, the least expensive is Nissan (with a comparable Ford running 25% higher). We are looking to add a pick up for the fleet and an SUV to be included in the amended budget. AS for the police fleet, in the 2019 budget we need to start purchasing replacements at the rate of three per year. All of our unmarked vehicles were purchased with drug funds so the general fund will need to absorb replacement costs for those. As a general rule, equipment should run around 50% of the vehicle cost. In the future, police cars will be outfitted more like a state trooper vehicle to be safe yet not too brightly lit. We will reduce the number of lights and go with a standardized light system on top of the vehicle to remain customer service oriented. Police cars will look like police cars. Parking take-home vehicles saves a lot of mileage and officers tend to take better care of vehicles they have to share but it is also easier to establish a maintenance plan and keep track of the repairs and whether they may be caused by terrain, driving style or a manufacturer's defect.
- G. Veteran's Park Budget – We have identified a location for power as an adequate resource for lighting the sign and flagpole. Last year the Friends of Bowie proposed a sign for the nature center which priced out at \$10,000. I think this is a reasonable budget for this type of sign with external lighting and will add as a line item in the amended budget unless there are objections. The sign would be located near the entrance to the fence with no obstructions above and where power is available. Commissioner Rainey questioned whether this would be a good time for a landscape plan proposal for both Veterans Park and History Village. This led to reminders of previous discussions on whether the Bowie Park Fund could be utilized to pay for expenses in another park as well as whether the Tree Bank funds could be used for landscape designs and hardscapes versus only live landscaping.
- H. Planning Commission Process – Our existing process for submittals to the planning commission needs revision. Currently a developer submits a project to the city by a determined date to be placed on the next agenda. The project then goes through staff review to determine changes to be made and then is re-submitted for the planning commission and is typically voted on to include engineering notes as conditional approval. The proposed process would bring projects that completely meet our regulations to the planning commission for review. Projects would be submitted to the city and go through a true staff review with no timetable for the planning commission agenda. After staff notes are made they would be sent to the developer for corrections and returned to the city for another review. If variances are requested they would be listed on the plan that meets regulations. This process would get accurate plans to the planning commission and they would be governing the sub regs and reviewing requested variances. This would help eliminate arbitrary decisions. After so many submittal reviews an additional fee could be imposed on the developer and the city will develop standards in the form of submittal and review checklists so each project is judged against the exact same standards. The second part to the revised submittals includes true staff reviews twice a month as needed (staff only) and a packet meeting for the planning commission. We have compressed the process to satisfy the developer. The new process would eliminate the question of PC recommendations being included for BOC approval since all submittals would be complete. A meeting of local builders and developers will be scheduled soon to discuss the changes.
- I. Outdoor Classroom Sidewalk – We are working on getting bids it's just slow moving.
- J. City Center Way Access at First Bank – originally there was supposed to be a turn lane but it wasn't installed. We have had some interest in retail development for the property across from the bank but without a turn lane it won't be much use. Collins proposes a turn through to the bank and will open up the island to pull through from the other property as well. Looking at an estimate of \$1,500 for project cost plus power relocation and asphalt.

3. Adjournment at 8:22 p.m.

Brandy Johnson
City Recorder