

# CITY OF FAIRVIEW

## BOARD OF COMMISSIONERS WORKSHOP MINUTES

January 18, 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, Carroll, Crutcher, Lucas, Rainey  
Others Present: Collins, Johnson

1. **Call to order** by City Manager Collins at 6:08 p.m.

2. **Items of Discussion –**

- A. **Grant Proposal** – Collins mentions a \$1 million grant for sidewalks which is a 95/5 match. We have received RFQ's for this project and will finish the rating process soon. We already know of sections of existing sidewalks that need repairs and have had zero response from the state on who is responsible for those repairs. This leaves us in an odd place and we would like to take some of the new grant funds and make the repairs to existing sidewalks. The question is how to make the repairs and bring them to ADA compliance due to the mailbox posts cutting into the clear width of the sidewalk. For the \$1 million we should get approximately 1 mile in sidewalks. We are continuing to try for an answer with the state on why the existing sidewalks are not ADA compliant. We do have a little time until the final approval of the grant to try and work through these issues.
- B. **FYE 6-30-2017 Audit - Reserve Fund Ordinance** – Collins proposes revising the reserve fund ordinance establishing 1.5% of the operating budget increased each year for ten years to get to a 20% reserve. Currently our 5% reserve totals around \$90,000 and we need to know our reserve fund is protected in the event of an emergency but not so restrictive so operations compete with the reserve fund. This would be separate from the 2026 debt reduction fund which we add \$85,000 to annually. Half of our revenue is out of our control so the revenue from those sources should be considered a threat and a reason to increase the reserves. The city's current debt services totals 4% of our annual expenditures which is exceedingly low among municipalities. Generally speaking, under 10% is considered favorable and you don't want to exceed 20%. We will have to increase our debt in the near future. 35% of a bond rating is based on existing reserve amounts and solid reserve policies. We currently pay \$252,000 annually in debt service.
- C. **Personnel Changes**
  - (1) **Human Resources** – as we grow we need to address recurring items. We looked into help for revising our employee manual but we also will have to manage that and need to repair the past while managing the future. HR position will cover policy/procedure manual, employee handbook, H.R. annual training, wage and hour, workplace harassment and drug free workplace among others.
  - (2) **Engineer** – Advertisement for staff engineer will go out in early February and we hope to identify the person by April 1. While we are really not big or busy enough to justify but we are trying to make repairs from the last 20 years while moving forward at the same time.

- D. **Admin Vehicles Update** – We have discussed the future of our Impala as it is ok for local use but not otherwise. Nissan vehicles are the least expensive on state bid and we will have some vehicles on the amended budget. We are currently looking at a mid-size car, midsize SUV and possibly two compact pick-ups.
- E. **Veterans Park Budget** – We have set a \$10,000 budget that is included in the currently approved budget. Mr. Vansickle will attend the February 1 work session to present a proposed sign and flag pole plan. Criteria for selecting the site will depend on where we can move electrical for both the sign and flag. The flag pole has been donated from the FHS JROTC and is currently at the old Pinewood school. The American Legion has volunteered to manage the raising and lowering of the flag as needed.
- F. **Capital Projects for Fiscal Year Beginning July 1, 2018** - Public safety radio system will go live during calendar 2018. The revised Fairview estimate has been reduced from \$500,000 to an estimated \$300,000. This is a one-time fee but there will be some recurring maintenance costs (estimated \$40,000) annually beginning in 2020. Collins also notes the Board should consider their capital requests for the next fiscal year. We have intentionally held off on capital expenditures for the first half of the fiscal year to ensure cash flow is where it needs to be. This fiscal year we intend on completing the following; sidewalk to Joann's classroom, lighting of city gateway signs, maintenance and repairs to city hall, tablets for elected officials and changes to the courtroom. We are also beginning the process on building a new police department/court and we have \$25,000 in the current budget to begin with some renderings and cost estimations. We will pay for the actual building with new debt. Commissioner Burks offers the following as thoughts for next fiscal year; basketball courts, pavilion, splash pad/fountain with benches and Frisbee golf all on the history village or Deer Ridge Rd property. Commissioner Rainey suggests outdoor community movies.

3. **Adjournment at 7:52 p.m.**

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**Brandy Johnson**  
**City Recorder**