

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS MEETING MINUTES

April 21, 2016

Patti L Carroll, Mayor
Toney R Sutton, Vice-Mayor
Allen Bissell, Commissioner
Shannon L Crutcher, Commissioner
Stuart L Johnson, Commissioner
Wayne Hall, Interim City Manager
Larry Cantrell, City Attorney
Brandy Johnson, City Recorder

Present: Carroll, Sutton, Crutcher

Others Present: Hall, Cantrell, Daugherty, Johnson, Harris

Absent: Bissell, Johnson

1. Call to order by Mayor Carroll at 7:07 p.m.

A. Prayer and Pledge led by Mayor Carroll

2. Approval of the Agenda – Vice Mayor Sutton made a motion for approval seconded by Commissioner Crutcher. Crutcher requested the removal of Item D from the Consent Agenda to be placed at 10C. All were in favor. Mayor Carroll noted the absence of Commissioner Bissell who is on vacation and Commissioner Johnson who had a severe allergic reaction today.

3. Citizen Comments – (Limited to the first 5 citizens to sign in and a limit of 3 minutes each).

A. Donna Brooks, 7315 Chester Road, First, I want to comment on the idea that the city shouldn't build up cash reserves and give it back to the citizens. The city can't operate like a condo association and assess the owners whenever a large expense occurs. It is your obligation to spend the money wisely that citizens have given you and to plan for capital projects, maintenance, police cars, firetrucks, etc. That means you should set aside money every year for these types of expenses. Since we are still digging out, the amount should be at least 10% until we can get to 25% for planning purposes. Remember we cannot budget to spend the amount set aside in the stability fund and that is the minimum defined by MTAS that cities should have in the bank in case of unforeseen problems. We are supposed to have a 5% emergency fund on top of that. There is a dire need now for repaired and/or new streets and sidewalks and in a couple more years we will need to replace police cars. And this doesn't even take into consideration the infrastructure needs for the expected explosion of new houses. In my opinion, we shouldn't reduce our tax rate for one more year. We are in a much better place but not out of the woods. It has been 9 short months since we had to consolidate our debts to stretch our payments over a longer period of time and get an advance on our taxes in order to pay our bills in July. As for the budget process, unless you are going to start with zero and build a budget, we should start with the current budget and present new costs, whether employee related or operational as separate items to be considered. Start with the actual revenue received in the last twelve months and deduct known obligations such as the stability fund, bond payments and capital projects. If we receive more in the coming year it can go toward capital projects. Once again, city leadership has pitted citizens against employees by raising expectations of raises and a better insurance policy. It is a battle that does not have to be fought and only produces hard feelings. To give you an example of what the citizens are facing, the company I work for has 400 employees, gave no raises for three years, monthly single employee health contributions are \$162 with a \$3,000 deductible or \$115 with a \$5,000 deductible or \$900 for family with a \$3,000 deductible or \$756 with a \$5,000 deductible.

Brooks states Medicare costs with combined insurance, drug plan and supplemental drug plan for herself and Bob run \$614 monthly. Unless you work for a large, self-insured company or a government entity these are the costs that face most of our citizens. Citizens have a lot of respect for the employees of the city. We appreciate each and every employee even if there isn't enough money to give them raises or better insurance plans. Since you have to pass a budget, you will do what you think is best, however, nothing involving the employees should be implemented until the new city manager is hired. That person can decide how money will be spent and pass budget amendments if necessary to move the money around. Brooks believes the most troubling item is from the Planning Commission meeting with the subdivision on Cumberland Drive. She reviewed the January 7 BOC meeting again but could not tell whether Mr. Hall presented the new plan and failed to tell the Board it was different, if Mr. Cantrell did not give an adequate answer to the Board in order for them to make an informed decision or if Commissioner Johnson intentionally misled the Board with his explanations. With all of the years of experience the three of them have I do not believe this was accidental. If you ever want to regain the trust of the citizens again, you have to follow the rules, pay attention to the details, and have consequences for improper actions.

4. Awards and/or Recognitions – NONE

5. Public Announcements –

- A. Interim City Manager Hall announces the Fairview Area Chamber of Commerce Business Expo next Saturday at the rec center from 10 am until 2 pm as well as reminds of weekly emissions testing Monday and Tuesday from 7:30 am until noon

6. Staff Comments –

- A. Codes Director Wayne Hall gives an update on the Roadscapes Grant as the inventory has been dug and is being shipped in. Hall states they hope planting is complete in about 10 days.
- B. Finance Director Tom Daugherty shares the March finance report data. Revenues for March came in at \$372,674 which was \$20,388 above projections. Year-to-date revenues were \$4,877,093 which is \$324,520 more than budgeted for. March expenditures were at \$359,667 which was \$214 more than projections. Year-to-date expenditures total \$3,454,791 which are less than projections by \$131,521. Year-to-date we have a surplus of \$1,422,302 with an estimated fund balance of \$2,125,457. Daugherty notes he recently learned of the new state requirement for a complete internal control policy which is due by June 30, 2016. He states this is a good thing but a lot to accomplish with 2 months' notice.

7. Approval of the Minutes – (only needed if removed from consent agenda)

8. Consent Agenda Consisting of Items as Follows:

- A. Approval of the Minutes from the April 7, 2016 Board of Commissioners Workshop
- B. Approval of the Minutes from the April 7, 2016 Board of Commissioners Public Hearing
- C. Approval of the Minutes from the April 7, 2016 Board of Commissioners Meeting
- ~~D. Second and Final Reading of Bill #2016-05, Ordinance No. 919, An Ordinance to Change the Zoning of Certain Property in the City of Fairview, Tennessee, Located at 2652 Fairview Boulevard, Owned by Gary Jaworski and Wife, Glonda Jaworski, as Shown on, Williamson County, Tax Map 69, Parcel 32.00, From RS-40 to CG (Commercial General) moved to 10C~~
- E. Second and Final Reading of Bill #2016-16, Ordinance No. 920, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Roadscapes Project)

Vice Mayor Sutton made a motion for approval with Commissioner Crutcher seconding. All were in favor.

9. Old Business

- A. Discuss and/or Take Action on Vacation Buy Down for Police Department – City Recorder Johnson noted this was voted on last meeting but there was no first or second so we need to revote as a housekeeping measure. Vice Mayor Sutton made a motion for approval with Commissioner Crutcher seconding. All were in favor.
- B. Discuss and/or Take Action on City Manager Hiring – Mayor Carroll notes the search committee meeting prior to the meeting where a chair and vice-chair were voted and the committee was

asked to develop a ranking system and begin ranking mid-way through the 30 day acceptance period. Commissioner Crutcher stated he would prefer a ranking both before and after the interview process. Carroll states she discussed the committee bringing their suggestions to the Board and they might attend a meet and greet session with the final candidates. Carroll notes she will no longer take part in the committee meetings to allow them to form their own opinions. The committee meetings will be open meetings and citizens can attend, the City Recorder will complete minutes for the record but they will not be televised. No action needed.

- C. Discuss and/or Take Action on Second and Final Reading of Bill #2016-05, Ordinance No. 919, An Ordinance to Change the Zoning of Certain Property in the City of Fairview, Tennessee, Located at 2652 Fairview Boulevard, Owned by Gary Jaworski and Wife, Glenda Jaworski, as Shown on, Williamson County, Tax Map 69, Parcel 32.00, From RS-40 to CG (Commercial General) – Mayor Carroll read the caption with Vice Mayor Sutton making a motion for approval. There was no second so the motion died.

10. New Business

- A. Discuss and/or Take Action on Certificate of Compliance for Wine in Grocery Stores at Publix – City Manager Hall notes everything is in order on the application. City Attorney Cantrell notes he reviewed the application and there are no violations listed. Local Publix manager, Stacy Greathouse, was present to represent the company. Commissioner Crutcher made a motion for approval with Vice Mayor Sutton seconding. All were in favor.
- B. Discuss and/or Take Action on Audit Proposal – Finance Director Daugherty notes he received three proposals for audit firms and sent to the Board for review. Daugherty states he ranked based on experience, approach, and GFOA Certificate of Excellence for cities worked with. All three are reputable firms from the MTAS list of approved firms for municipal audits. Daugherty lists them in reverse order of recommendation:
 - (1) Thurman Campbell out of Clarksville – he had no personal contact, no GFOA certificates mentioned in the proposal and there was a three year tier from \$29,000 to \$30,500
 - (2) Crosslin & Associates – an impressive firm with big accounts such as Nashville, Franklin & Brentwood, great references and multiple GFOA awards, business development manager personally visited Daugherty, 3 year range from \$17,000 to \$18,000
 - (3) Yeary Howell & Associates – great references, worked with similar size municipalities, multiple GFOA certificates, Buddy Yeary is the lead accountant and he met with Daugherty twice, their range is \$11,900 for the first year and \$12,900 for the second and third yearsDaugherty recommends Yeary Howell & Associates for their approachability, price and experience similar to Fairview. Mayor Carroll states she thinks we should go with the one Daugherty is comfortable with. Commissioner Crutcher makes a motion to approve the auditor based on Daugherty's recommendation with Vice Mayor Sutton seconding. Daugherty states he will obtain the contract and bring back for final approval. All were in favor.
- C. Discuss and/or Take Action on Limits for City Boundaries – Commissioner Crutcher makes a motion for Attorney Cantrell to draw a resolution stating Fairview has no opposition for incorporating to the county line seconded by Sutton. Cantrell states we don't need a vote, just a consensus. Hall states Mike Capps with the Hickman County group is present tonight. Cantrell notes the city can't enter into a contract but can state that this sitting Board has no objection for their annexation to the county line because they have no intent of annexing beyond the county line.
- D. Discuss and/or Take Action on Bill #2016-08, Ordinance No. 922, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (TAN Closing Costs & Interest) – Daugherty states this is to pay closing costs on the TAN. Commissioner Crutcher made a motion for approval with Vice Mayor Sutton seconding. All were in favor.
- E. Discuss and/or Take Action on Bill #2016-09, Ordinance No. 923, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (GAN Closing Costs & Interest) – Daugherty states this is the same issue for the GAN. Commissioner Crutcher made a motion for approval with Vice Mayor Sutton seconding. All were in favor.
- F. Discuss and/or Take Action on Bill #2016-10, Ordinance No. 924, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Fleet Reallocation) – Daugherty notes this does not affect overall budget numbers but reallocates funds due to a favorable gasoline market to other areas to address shortfalls. Vice Mayor Sutton makes a motion for approval with Commissioner Crutcher seconding. All were in favor.

- G. Discuss and/or Take Action on Bill #2016-11, Ordinance No. 925, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Police Department Reallocation) – Daugherty states he needs approval to shift this money within the department because of the overall amount. The amount moved is due to an overage in the salaries line item with \$27,000 moved for vacation buy down and \$35,000 for various other line items. Vice Mayor Sutton made a motion for approval with Commissioner Crutcher seconding. All were in favor.
- H. Discuss and/or Take Action on Bill #2016-12, Ordinance No. 926, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Tree Bank Appropriation)- Commissioner Crutcher made a motion for approval with Vice Mayor Sutton seconding. All were in favor.
- I. Discuss and/or Take Action on Impact Fee – Sutton notes he passed information out tonight and would like to defer the item until the next meeting to allow time for review. Hall states he will be getting more information specific to the study.
- J. Discuss and/or Take Action on Amendment 4 to Roadscapes Grant – Codes Director Hall notes this revision is an extension in time allowed for the grant to make sure we have time to complete the planting and reimbursement process. Commissioner Crutcher made a motion for approval with Vice Mayor Sutton seconding. All were in favor.

10. City Manager Items for Discussion –

- A. Miscellaneous Updates – NONE
- B. City Attorney Comments – Attorney Cantrell stated he has 4 liens for mowing requested for release by John Bledsoe who has collected the money for all. Once we receive the funds, the liens have to be released. Cantrell states we do require the Mayor's signature on the releases.

11. Communications from the Mayor and Commissioners –

- A. Commissioner Crutcher – NONE
- B. Vice Mayor Sutton – questions the status of paving at the park and Hall notes we are checking to see if engineering is required prior to going to bid and then will advertise
- C. Mayor Carroll – offers thanks to the city manager search committee noting she can't wait for their recommendations. There is lots of experience with this diverse group. Carroll also voices concern over mistakes we shouldn't be making such as the recent issues with the development on Cumberland Drive. We need to make sure steps are put in place to prevent again because the PUD wasn't realized even with all the experience on the Board noting she doesn't want to be put in the position again. Sutton states it has been requested the city engineer be present for all PUD zoning approvals with the Board. Carroll requests this item to be placed on the next agenda for review.

12. Adjournment – Vice Mayor Sutton made a motion for adjournment and meeting was adjourned at 8:04 p.m.

Brandy Johnson
City Recorder