

City of Fairview

BOARD OF COMMISSIONERS

August 1, 2013

Beverly D Totty, Mayor
Stuart L Johnson, Vice-Mayor
Patti L Carroll, Commissioner
Allen Bissell, Commissioner
Toney R Sutton, Commissioner
Andrew Hyatt, City Manager
Larry Cantrell, City Attorney
Theresa Porter, City Recorder

Present: Totty, Johnson, Bissell, Sutton

Others Present: Hyatt, Cantrell, Lovvorn, Pewitt, Cooper, Paisley, Harris,
Holsinger

Absent: Carroll, Porter

1. Mayor Totty called the meeting to order at 7:00 p.m.

A. The prayer and pledge was led by Director Lovvorn.

2. Approval of the Agenda –

A. Commissioner Sutton made a motion to approve. Commissioner Bissell seconded. Mayor Totty stated that there was a request of deferment of 7B. All were in favor.

3. Citizen Comments – (Limited to the first five (5) citizens to sign in and a limit of three (3) minutes each). – NONE

4. Awards and/or Recognitions –

A. Mayor Totty stated that she has the distinct honor to recognize some new Fairview Police Officers. Chief Harris stated that he would like to introduce the three new police officers, Ginger Fleisher, Kodi Knight and Chase Greer. They stood in front of the Mayor and Mayor Totty stated that she has a Fairview Police Officer Oath of Office and she did the swearing in and stated that it was an honor to welcome them to the police force.

5. Public Announcements –

A. Mayor Totty stated that she would like to make a shout out to the Fairview Community Action Partnership, Back To School Bash, it will be held Saturday at Fairview High School, it is an opportunity for anyone to get more information about the school as well as pick up free school supplies being provided by many heart felt people and that event will take place from 10 to 12 and they will be handing out backpacks and schools supplies until they run out, so please join us.

B. City Manager Hyatt stated that school starts on Friday August 9th.

6. Approval of the Minutes –

A. The minutes for the June 26, 2013 Public Hearing regarding the budget were presented for approval. Vice-Mayor Johnson made a motion to approve. Commissioner Bissell seconded. All were in favor.

B. The minutes for the June 26, 2013 Special-Called Board of Commissioners meeting regarding the budget were presented for approval. Commissioner

Bissell made a motion to approve. Commissioner Sutton seconded. All were in favor.

- C. The minutes for the June 26, 2013 Public Hearing regarding the tax rate were presented for approval. Commissioner Bissell made a motion to approve. Vice-Mayor Johnson seconded. All were in favor.
- D. The minutes for the June 26, 2013 Special-Called Board of Commissioners meeting were presented for approval. Commissioner Bissell made a motion to approve. Commissioner Sutton seconded. All were in favor.

7. Old Business –

- A. Discuss and/or Take Action on City of Fairview Projects – Project Manager Holsinger. Commissioner Bissell asked if we could have a brief discussion on the format here, Mr. Holsinger does a really good job with this and he appreciates the information but a lot of the information is the same information for those projects that happen to be in a different holding pattern and asked if we could possibly go to the first meeting of the month and him go completely through everything but in subsequent meeting of the month if there has been no change to just say no change and kind of keep it moving. Mayor Totty stated that she would agree that any updates are necessary but the redundancy of I said this, this and this and saying it secondly is no use, so would agree on updates. Vice-Mayor Johnson stated even month to month. Mr. Holsinger stated that he can bring the significant changes based on the meeting and the importance of that information. Mayor Totty stated that he would be reporting on the first meeting and that way you know you would be prepared for that meeting. Vice-Mayor Johnson stated that there could also be an email before the meeting to keep us abreast and or something in the packet, to cut down on meeting time. Commissioner Bissell stated that a number of these items just don't change during the length of time between meetings, especially those dealing with the state. Mayor Totty stated that anything that we would have inquiry of or questions that we should be communicating that way we don't let a month or two go by and we don't know exactly what the status is if it is something not on the list. Mr. Holsinger said that was perfect and it works for him.

Bowie Lake Road – Project Manager Holsinger stated that we have roughly 1,927 feet of sidewalk installed all the way in to the park. They have put down the binder course for the roadway expansion and we should be starting the actual paving shortly looking to meet that completion date of the 5th.

Bowie Park Forestry – Mr. Holsinger stated that he and Keith met one of the people that is going to provide a quote for the forestry program and once we have a quote and we verify the insurance we will assess the quotes and pick a person to go with on those projects.

MPO - Like Commissioner Bissell stated we had a pretty good meeting with State Representative Durham and we discussed all the MPO projects and Safe Routes to School and hopefully we can make some head way with his assistance.

The Windstream City Networking – Mr. Holsinger stated the Community Services building is up and running, we just need them to bring the stuff into the building and we can finish up the project.

Veteran's Memorial Park – City Manager Hyatt stated that we are working on getting the flag poles ordered and we'll get those installed and finish up the memorial area and we should be close to wrapping that up in the next couple of weeks.

Mayor Totty stated that she had a question about the city paving, many months ago you said you were identifying and being able to bring a road suggestion of overlay and then you addressed about King Road and all, she asked could he

give her any insight about the city paving. Mr. Holsinger stated that he brought those specific roads to the City Manager that he and Randy Beck addressed and they talked about paving King Road and at the last meeting he brought up getting a bid so we could procure on a tonnage as a group collectively we can address the roads and know if it is a mile and how much it's going to cost to pave, mill and everything and we can do it on a case by case basis under the recommendation of the city staff.

Mayor Totty addressed City Manager Hyatt about the City Survey and any updates on that, he stated that the marketing intern has been helping out with that along with staff and once the Park Board looks at it we will be ready to go with it, it will be on the city website and should be up and running very soon.

Mayor Totty asked Mr. Holsinger what is the status on the Welcome Sign easement. Mr. Holsinger stated that he is still working with the City Attorney on procuring the information on that so we can get the agreement in place.

Vice-Mayor Johnson asked for an update on the Historical Marker. Mr. Holsinger stated that he has located the marker and the post and he has spoken with the City Manager and if someone would like to give us the exact location we can have it installed in two days. Dr. Rice stated that it should go between the post office and the school but not at the road and before you get to the swell. Mayor Totty stated the front left corner 5 feet to the left of the post office. Mr. Holsinger stated that they would place a white stake out there where they think it should go and the get Dr. Rice to come out and ok it.

Commissioner Sutton asked Director Lovvorn if there was any update on Triangle School, Mr. Lovvorn stated that we were waiting on the proposals.

- B. Discuss and or Take Action on the Purchase of Police Cars – This item was deferred.

8. New Business –

- A. Discuss and/or Take Action on Resolution 10-13 - A Resolution to set a public hearing for the purpose of obtaining public comment on amending the approved master development plan for Fairview Historic Village, as show on, Williamson County, tax Map 69, Parcel 62.00, zoned H.O.D. City of Fairview, Tennessee owner, 3.54 acres. Vice-Mayor Johnson read the caption. Vice-Mayor Johnson made a motion for approval. Commissioner Sutton seconded. All were in favor.
- B. Discuss and/or Take Action on Recommendations 2013-7 from the Planning Commission – Director Lovvorn stated that the first recommendation 8.2 rezoning application for property located at 515 Highway 96 North, from RS-40 to R-20. Map 22, Parcel 163.00 1.01 acres. B & B Investments owner. The action requested is to ask the City Attorney to prepare those documents. Mayor Totty asked if they would be having a new driveway. Mr. Lovvorn stated they would have to if they build another residence; the requirement is made by the zoning ordinance because they can't use that easement for another dwelling; we will not issue a building permit unless they get another access off the highway. Vice-Mayor Johnson made a motion for approval. Commissioner Sutton seconded. All were in favor. The second item is the recommendation from the Planning Commission asking the Board of Commissioners to expand the Town Center area to include the south side of Fairview Boulevard in the overlay to increase the Town Center to be more of a Town Center feel and that side of the highway would have the same design standards as the Town Center does and he made reference to the map in the packet. Mr. Lovvorn stated this would take some money to survey the area so we would know the boundary of the area to put that overlay over. Mayor Totty asked if he had an estimated cost. Mr. Lovvorn stated he did not and just wanted to see if the Board wanted to move forward on it and if so he can call some surveyors and

get some quotes. Vice-Mayor Johnson asked which map was recommended. Mr. Lovvorn stated that one map includes a larger area that includes the Kingwood subdivision which is already zoned as a plan unit development, that is the reason it was left out of the first map and included on the second map, it would be conducive to the Town Center overlay because it would allow for apartments or condos and townhomes the way it is already zoned. Commissioner Bissell asked how this would affect the folks already there. Mr. Lovvorn stated that it doesn't affect them in any way, it only affects the property when it is sold and developed from what is already there, and most of the area is undeveloped. Commissioner Bissell asked if the area to be added would make this twice as big. Mr. Lovvorn stated he could get the expanded acreage and bring that back to the Board. Commissioner Bissell stated that he would also like to have a ball park on the cost. Commissioner Bissell made a motion to defer. Vice-Mayor Johnson seconded. All were in favor.

- C. Discuss and/or Take Action on Audit Engagement Letter with Patterson, Hardee & Ballentine, P.C. – CFO Pewitt stated that this is the contract, so to speak, with the auditors that we approved at proposal, they are going to start next week and will be here for two weeks, they estimate that the report will be ready at the end of September and they are still saying that the rate is the \$9,000 that they had proposed. Commissioner Bissell made a motion to approve. Vice-Mayor Johnson seconded. All were in favor.

9. City Manager Items for Discussion –

- A. Miscellaneous Updates – City Manager Hyatt stated that there is a lot going on in Fairview and there will be a lot more going on in the days ahead, the 10th Anniversary of Bowie Nature Center is next Saturday and just wanted to invite everyone to come out and a reminder that school will be starting up.

- B. Staff Comments –

Codes Director Lovvorn gave the Codes Department report for July, we reviewed final subdivision plat for phases one and two for Deer Valley Downs a subdivision on Crow Cut the first two phases is twenty five building sites the Planning Commission approved their preliminary development plan last month, staff will recommend final approval of the final plat at the next meeting. We reviewed a conceptual site plan for the Taco Bell and a preliminary site plan for Fast Pace Medical Clinic. Wal-Mart is two months behind from the original date which puts them to the end of November or first of December. Mayor Totty asked him to check on it because she was told by one of the general contractors that it would be at the end of January.

Police Chief Harris gave the Police Department report, stated that the last officer that was sworn in will graduate tomorrow from the Tennessee Law Enforcement Training Academy. Commissioner Sutton asked if there was any information on the cars and Chief Harris stated that he believes Commissioner Carroll would like a cut off but the Board would have to set that and he would recommend 100,000 miles and that is not what is actually on the motor because they run a lot from slow to fast then to slow and sit with the engine running. Commissioner Sutton stated that he has a couple figures in front of him that he thinks were proposed back in April and at that time there was 2,285,000 miles on our vehicles and now we have a quarter of a billion miles and we have 11 vehicles over the recommendation and his biggest concern is the safety and asked Chief Harris to get any other information he can regarding the vehicles. Mayor Totty stated she would like to foot note that because as he said it is not a surprise that they are over what is suggested mileage so in that question when they became that mileage until now, we haven't talked about this in three years or two years, and you bought cars out of the drug fund but as far as a maintenance and an understanding of a replacement plan, and she believes when that was delivered

we did talk and she agrees more information is needed to make these conversations and decisions it is going to be where we see the whole picture because there is a slice of want and need that we may have to separate because of budgetary issues but there is a conversation that I would like to see a fleet replacement plan of an understanding of the fleet status and believes at some point we laid out every vehicle that the City owned and it's age and it's miles and she knows that has already been created because we have already talked about this and it was created, just the picture being seen is very valuable in then explaining to the citizens as they ask questions if they see the safety need she believes that everybody will be in agreeance that we need to address that for our people but the fleet stats when you project that they should have been replaced or need to be replaced and then the type of vehicles that you are needing to replace because she believes when someone asks are they cars or suvs you stated suvs. Chief Harris stated suvs, yes. Mayor Totty stated just in layman's statement she would say if we need a vehicle to replace a vehicle are there options that we can replace it without the expenditures being in a vehicle that maybe is bigger or more than what we need for the purpose of one on the side of the road being replaced. Chief Harris stated that the reason we went with these suvs is because they are six cylinders, they will save gas better than the cars that we have because they are V8's plus two or three years ago when we had the snow he had to transport officers to calls because their cars would not make it when the roads get snow and these are all wheel drive so we would not have that issue anymore. Mayor Totty stated that she thinks that is part of the discussion as well and she brings that up because the sheet of paper of this (and she holds up a piece of paper) is not enough to move forward in her opinion, adding the paper and having a discussion she believes and at the workshop that could be something discussed and at this point we are looking at the safety for the citizens and what can the City of Fairview do to accomplish the need. Commissioner Sutton stated that just to add to that another request along those lines he would like to make sure, he has heard estimates up to \$30,000 and he believes it is going to much higher than that from \$50,000 that will have to be added to the maintenance budget if we don't do something. Chief Harris stated that they are breaking down. Commissioner Sutton stated he would like to see a breakdown on that. Chief Harris stated that it is hard to forecast and he would have to get with Kevin and Randy because the costs vary.

Project Manager Kevin Holsinger – stated that he was going to be meeting with another municipality about their fleet maintenance program and see if he can get some Q's on how they have done theirs, he knows we have talked about mileages and everything else but hopefully in the next week or so he would like to get over to another place and see exactly how they do it. Mayor Totty stated that what we are asking for is what is your plan in the police department with the vehicles with the city, hopefully you will be here forever but if you are not how is someone going to follow what the plan was and of course budgetary is going to always make notes of what's feasible and not feasible but she believes the strategic plan we've discussed for each department, we are working on a Parks strategic and we have a Codes strategic and she believes the Community Service, Police and Fire would be something that the City Manager may be able to draw along with TML support or be able to focus on that way you don't have to come blank asking, you have a plan and it's understood when we process budget that it is feasible or not feasible. Mr. Holsinger stated that as far as Community Services and the strategic plan he is just shy of a year so he is still building on the strategy and as soon as he gets a little more information he will have that for the Board, he stated that be careful out there on the roads we are

out there doing the right of way cutting and taking up some ditch work again and just watch out for our guys please.

Fire Chief Cooper – gave the Fire Department report for June and July and to answer the question on the fatality and the car that got cut in half both of those where improper lane usage and that makes the case for lane widening solid. Thanked the City staff that came out to help with the fire last week especially Public Works for building little dams to prevent run off and the City Manager showed up about noon with large pizzas and he stated he couldn't have done it without all the team work. Commissioner Sutton requested that he send out letters of appreciation to all the people that helped. Chief Cooper stated that he sent out emails to all the Chiefs on Monday morning but he can send out hard copies if the Board would like. Mayor Totty suggested a hand written thank you card.

Park Superintendent Keith Paisley – stated that as City Manager Hyatt mentioned earlier we have the Nature Center's 10th Anniversary open house celebration on Saturday August 10th starting at 10:00 till 3:00 p.m. and everyone is welcome and summer camps are over and we are starting our fall programs and the girls are working hard to get a full schedule going.

C. City Attorney Comments – None.

10. Communications from the Mayor and Commissioners –

- A. Commissioner Bissell stated he has a request and then a personal note he would like to share, the request was that before we adjourn he would like to request that we go over the calendar for the month. The second thing is that all the Bissells would like to thank those in the community that helped them find Daisy she is a six pound Yorkie and she got away a week ago Sunday and was gone for five days and the response from the community was remarkable and it made him feel very proud to be a member of this community he gave a special thanks to Tina and Jeff Daniel, Tammy and Tony Heithcock, he stated that they were on the coast when they got the call and they immediately jumped in and he gave a word of thanks to Rene Job and her daughter Ashley they actually found Daisy and returned her and she is doing great and she is real quick to go outside and come right back and we really appreciate that there were hundreds of people that sent us notes that said they would just drive through the area and just look on their way to work and stuff like that and it made us very proud to be a part of this community and he thinks it is pretty indicative of the kind of folks that live here.
- B. Commissioner Sutton told everybody that they appreciate the job that they do. He has several calls in the past few days and Kevin was complimented on the job he did and the comment was that he was very kind and courteous in responding to the compliant that they had and he drove by and checked on it and it was handled right away and that is what we like to see and everybody that works for the city did a good job
- C. Vice-Mayor Johnson had no comments.
- D. Mayor Totty had no comments.

11. Mayor Totty asked for adjournment.

- A. Vice-Mayor Johnson made a motion to adjourn. Commissioner Sutton seconded. All were in favor. Mayor Totty called for Executive Session. The meeting adjourned at 7:49 p.m.

Theresa Porter
City Recorder