

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS WORK SESSION MINUTES

August 2, 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 (arrived late), Lucas, Rainey
Others Present: Collins, Johnson, Potter, Hughes

1. **Call to order** by City Manager Collins at 6:02 p.m.

2. **Items of Discussion –**

- **Park Projects**

- (1) We discussed projects in the park previously and additionally I have a list from Keith on regular maintenance items. I will attend the park board meeting on Monday and discuss with them the possible projects. Since they are interested in having a bigger voice, they will study the feasibility of the projects and report back to the BOC. We are moving forward on the pet watering station and playground structure and pavers repairs.

- **Budget and Related Matters**

- (1) 2019 budget has been submitted to the state for approval. One change from last year's submittal, as requested by the state, is to name the operating fund, tree bank fund, park fund, as accounts rather than funds. The only funds listed are the state street aid, drug fund and general fund. This is a change in name only.
- (2) RFP's for the fire truck financing have been submitted to local banks and are also on our website. This will be on the August 16 agenda for approval and will then be forwarded to the state.
- (3) The new radio system for police and fire will cost us approximately \$500,000 and from last report should be operational by end of this calendar year. We have a proposal from Motorola for delayed financing and we will proceed as soon as we settle on financing for the new fire truck.
- (4) Finances for the 2018 fiscal year have been closed out and auditors will be on site next week. We don't anticipate it taking the entire week but it will be some time before the report is complete and ready to present.

- **Operations Update**

- (1) We are in the process of updating our city website so we are currently in a holding pattern of posting minutes and such. We will resume regularly posting minutes and financial reports once the new site is up.
- (2) We don't have an update on the court situation. We reached out to the comptroller who directed us to the attorney general's office. The AG won't issue an opinion to a municipality but goes through a state representative. We have been in touch with Sam Whitson and he is contacting the AG on our behalf. Until we hear otherwise we are operating at status quo.
- (3) Chipper service is about 80% finished with the catch up with the Cox Pike corridor remaining. Collins shares photos of appropriate piles versus not appropriate piles noting we have a 4-inch diameter capacity. Some locations require a follow truck for safety due to sight distance issues. This means 4 workers are needed. We have encountered snakes and rats in the existing piles of debris for pick-up. After playing

catch-up, we do believe the four zones will work with some tweaking from the original plan but we will run them the next four weeks to make sure they are efficient before advertising. As a side note, public works will need consideration as property is annexed or re-zoned as a part of the plan of services. Also, in the past no one was in the office daily to receive messages for the public works department. Since our planning department is now housed in the public works building, Sharon Hall will be answering phones and emails for public works and can communicate with the crew during the day if needed.

- (4) The city has never had a managed email system and we currently struggle with retention over multiple devices. We are currently deciding between an in-house server or a Microsoft 365 product, either of which will allow us to manage and store email. All email addresses for the city will be a first initial, last name address but those who currently have email other than that structure will be forwarded. This will include all employees and members of all boards/commissions. Remote log-in will be available.
 - (5) Timeline for the planning process, especially that of annexations or rezonings and subdivisions is being revised. Currently the planning commission approves subject to engineering notes. In the future, staff will review prior to the staff meeting and bring notes for needed changes. If a project is submitted including the requested changes it will move forward to the planning commission. If they don't want to do the changes it must be submitted as a request for variance, otherwise they will go before the planning commission with a recommendation to deny by staff. This will put the pressure on the developer to submit complete projects. The fee structure will also be revised to include engineering review rather than bill it separately after the fact. An additional fee will be added for a third review if needed.
 - (6) Comprehensive plan kick-off is scheduled for August 20 at Camp Marymount from 6 to 8 pm. It will be a come-and-go informational meet-and-greet type meeting describing what the plan is and how citizens can be a part.
 - (7) We have discussed the need to re-locate the police firing range due to the wastewater treatment plant expansion. In previous years, there has been talk of a public safety training facility on Dice Lampley at the outparcel. We are going to begin clean up of this property as additional storage is needed for items acquired through the LEASO program. Some of these items will be sold after holding them for 12 months but others will remain for our use.
 - (8) We hadn't planned on purchasing any new vehicles this fiscal year but through no fault of our own we do need to replace one. We will receive \$12,000 from insurance which is what it was going to cost to repair the vehicle so it was totaled. We will utilize as much legacy equipment as possible on the new vehicle.
 - (9) Senior staff will be meeting at 8:30 am every Thursday for approximately half a day to work on updating the personnel manual. Our goal is for the BOC to adopt the manual in full by February 4, 2019 but we will adopt policies as we go along. There are four main manuals utilized by city employees – the personnel manual and procedural general order manuals for the fire, police and public works (the latter three are adopted administratively and reference department specific processes).
- **Retail/Economic Development**
 - (1) Activity is increasing in this area and the number of for sale signs on local property have tripled in the last few months.
 - (2) Our local industrial development board is not currently active but they can be a big asset in creating incentives for building an industrial park. They can issue bonds or notes on their own to help fund projects where it would not be appropriate for the city to do so. We are looking for our board to become more active in the future.
 - **Stormwater Runoff**
 - (1) We have been notified regarding stormwater runoff from Cumberland Estates and TDEC has been alerted. They have been out twice to review and we know the developer has been fined once. A question from a citizen regarding adopting TDEC or MS-4 (Municipal Storm Sewer System) regulations leads me to say no. Municipalities with over 50,000 population must adopt, however, until we have the staff to fully manage the regulations I don't recommend. We do have three staff members now certified to do the inspections and we can report infractions to the state. We also may be able to get some help in the future from the county with their helicopter to do video and photos.

3. Adjournment at 6:57 p.m.

Brandy Johnson
City Recorder