

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS WORK SESSION MINUTES

August 16, 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, Burks, Lucas, Rainey
Others Present: Collins, Johnson, Hughes

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

2. **Items of Discussion –**

- **Financial Reports**

- (1) Audit Update - Fiscal Year 2018 ended June 30 and we have closed out 2018 in our software. The audit is substantially complete but they will be back on site to finish up on August 30. We see the annual audit as an opportunity to make sure we get things right. It will likely be November before the audit is completed and presented to the Board.
- (2) Financial Reports - The second meeting in September we will present the July and August financials for fiscal year 2019. They will be formatted as a one-page recap to include the ending balance on all cash accounts. These summaries will be posted to the website as well. We recently set up auto-draft payments for all monthly repeated payments, such as utilities.

- **Public Works Update**

- (1) Restructure - Some of the public works staff have received new titles: Keith Paisley is now the Community Services Superintendent (over park operations, activities, the nature center and will assist with A/V for meetings); Todd Bratcher is now the Operations Superintendent and Bryan Bissell is now the Landscape and Grounds Superintendent. These changes are to reassign duties and identify roles but have no budgetary impact. We have been having 7:30 am daily meetings to divide up the days work and all three report directly to the city manager.
- (2) Chipper Service Update – We spent five weeks catching up with the chipper service. Currently we are running 1 day per week on our proposed routes. After verifying the routes this month we will advertise the schedule and regulations. In your packet is a resolution which includes provisions for review of routes within the first quarter of the calendar year annually and for the chipper service information to be added to the plan of services for annexations. The question of the benefits of a knuckle boom truck arose including what would be the cost, time and manpower savings to run it versus the chipper truck as we know there are many risks to the chipper truck. Our current chipper is in ok shape but the truck that pulls it is not. We also will have to consider leaf pickup as we move forward as the original purpose of the leaf vacuum purchased was to clean out storm drain inlets.

- **Court System Update**

- (1) We have no status update on court but will advise as soon as we do. Our current question is what enabled the general sessions court. If we do have a general sessions court we will need a popularly elected court clerk but the judge can appoint an interim. If we don't, we will approach the legislature on how to proceed.

We hope we are missing something but at this point we can't find what gave us general sessions jurisdiction.

(2) Court clerk Dianne Ford has announced her retirement effective December 31, 2018.

- **Policy and Procedure Update** – Revisions to our employee policies are in progress with February 2019 the goal for adoption by resolution.

- **Residential Development**

(1) Cumberland Estates Update (email) – From our review of the situation at Cumberland Estates, the detention ponds were built in reverse of what they should have been with the large one feeding into the smaller one rather than vice versa. The engineer is in the process of redesigning the ponds and the infrastructure that feeds them. The city really doesn't have a role in the process. TDEC is the governing body and they are actively involved. This is up to the developer, engineer and TDEC to resolve.

(2) New Development – Richland Estates – Collins is showing this as informational purpose only as requested by the developer. This is planned for the Cox Pike/Hwy 96/Lake Road area and the developer is looking for multiple zonings on a single property but not a PUD.

- **Collins reviews all ordinances and resolutions on the agenda**

- **Chief Hughes explains the resolution regarding surplus fire items noting they are tools no longer useful in service and the old breathing system.**

3. Adjournment at 6:57 p.m.

Brandy Johnson
City Recorder