

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS WORK SESSION MINUTES

October 4, 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), Crutcher, Lucas, Rainey
Others Present: Collins, Johnson, Hughes

1. **Call to order** by City Manager Collins at 6:07 p.m.

2. **Items of Discussion –**

- (1) State Street Aid budget – Paving at Horn Tavern Road is in progress. We budgeted \$120,000 for this project and the actual should come in closer to \$110,000. One issue is we have seen a logging truck travelling this section and most of our side roads are not constructed to city standards. We have core tested many of our roads and the thickest we found was 13 inches on Chester. The bridges on New Hope and Horn Tavern Roads are currently restricted to 20 tons. We will bring amendments to this along with speed limits. Our ladder truck weighs more than the restriction so that would restrict their route in responding to emergency calls. Collins notes he will pull all recent bridge inspections for review. Henry Drive is also in dire need of resurfacing. It appears that some time ago when the road was annexed the line was in the middle of the road. Preliminary estimation is around \$50,000 for the work that needs to be done. We will put this to bid for a firm cost and if we can take care of it this would address the roads in the worst shape. We do have some cash but want to end the fiscal year with at least \$50,000 in the account. Collins has discussed the sidewalks along Highway 100 with the state and their current state of crumbling and buckling. The state has agreed it is the city's responsibility to repair but they also agree there were issues with the initial construction causing the current issues. They are willing to invest in repair and we will work to get a bid on repairing the worst areas.
- (2) Chipper Service – we have identified the routes and the county is assisting with mapping them. As soon as this information is finalized we will send it out. We are planning to end the chipper service for the season between November 13 and 20 and transition into the leaf pick-up. Collins shared photos of a homeowner who cleared a lot of trees noting we will likely have some issues with citizens as we transition from what has been picked up in the past to the current standards.
- (3) Parks and Landscape Board – on September 6, 2018, we adopted by resolution the duties of the newly created Parks and Landscape Board. The responsibilities of the previous Parks Board and Tree Commission had been established by ordinance so we need to amend the previous ordinance to transfer the responsibilities to the new board. The ordinance presented tonight cleans up the process and since we established the new board by resolution it allows changes by resolution rather than ordinance.
- (4) Budget recap for August 2018 presented by Collins who notes we have simplified the reporting process and broken down to the beginning and ending balances for all accounts and including the monthly revenues and disbursements. We are also showing monthly expenditures broken out by department and showing the annual budget, monthly/annual expenditures and percentage of budget expended to date. We will be changing our purchasing process soon utilizing software and purchase orders. Accounts payable is only run on non-payroll weeks and we have further simplified the process by enrolling in auto-draft for

all recurring expenses. Once the auto-draft all begins we will also include copies of the check run report in the monthly financial reports.

- (5) Comprehensive plan next community meeting is scheduled for Monday, October 15 from 6:00 to 8:30 p.m. at Camp Marymount. Similar format as last time but they will review the results from community input.
- (6) Weekly staff meetings are held at 8:30 every Thursday. Currently we are reviewing and revising employee policies in addition to our standard weekly discussions. Board members are welcome to stop by and encouraged to do so. We have a team who is all in doing hard work.
- (7) Mayor Carroll questioned Collins about striping on some side roads and the status of sidewalk repairs. Collins notes the sidewalk repairs are being worked toward currently and requested a list of roads that need striping and he will get a cost estimate.

3. Adjournment at 6:53 p.m.

Brandy Johnson
City Recorder