

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS WORK SESSION MINUTES

November 15, 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, Crutcher, Lucas, Rainey
Others Present: Collins, Potter, Johnson, Hughes

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

2. **Items of Discussion –**

- Sidewalk project – Collins met with 22 representatives from the state plus MTEMC, WADC, and related attorneys regarding upcoming Fairview projects. We have several projects in the works that may overlap one another so getting everyone in the same room was beneficial.
- (1) Sidewalks from Bowie Lake Road to Park Village Court (95/5 grant) – scheduled for completion December 2021. This will be on the opposite side of the project listed in #4 below so it will not be affected by later construction.
- (2) Improvements to the Highway 100/Cumberland/Crow Cut intersection – involves widening and adding turn lanes, scheduled for completion December 2022. This will affect us in a positive way. The hill will be cut down on the Crow Cut side and the state will be extending the safe routes to school sidewalk to 100 and the middle school at their cost.
- (3) IMPROVE ACT – Widening of Highway 100 in two phases
 - 1. Widen to 5 lanes from Bowie Lake Road to I-840 (5-10 year scope)
 - 2. Widen to 3 lanes from Bowie Lake Road to Davidson County line (7-12 year scope)
- (4) Sidewalks along the west side of Highway 100 from Bowie Lake Road to Deer Ridge Road. Per the state this project is being fast-tracked. They intend to have all right of way purchased by the end of calendar year 2019 and construction to begin in spring of 2020. ROW will be purchased from the west side and the widening will occur on the east side. All water and sewer infrastructure is on the west side of 100 and will have to be moved. This may be an opportunity for us to partner with WADC for improvements on the south end of town. Curb and gutter will be added so it will be a nice upgrade. The downside is 2 large box culverts over 16' deep will need to be installed. Due to limited ROW, Highway 100 will be down to one lane for a couple of weeks but we have requested waiting until just after school gets out for the summer.
- Email update – in the past we have had issues with retaining emails due to the system but we have installed a new system and the city can now retain and retrieve emails. All email addresses have been changed to the first initial and last name of the employee @fairview-tn.org. All old email addresses are being forwarded to the new address as we transition. All members of every board have been assigned addresses and are required to access at least once per month. We will follow up with a use policy and notification that all email is monitored. This is a huge improvement over our old system.
- Fuel System – as we continue to review current systems our current fuel system is inconsistent and not user friendly. We do have fuel cards that are usable at any retail location and we get the metro purchasing price. Our current system had a four-year contract that expired in 2008 but we are paying the retail price minus the federal excise tax. We are looking at options for a different vendor and may end up using a retail facility for

the majority of fuel purchases. We want to maintain the onsite availability especially for use when there is a weather event.

- New Elected Officials – the election should be certified by the first meeting in December so the new officials can be sworn in. City attorney Tim Potter will swear in the newly elected mayor and commissioner and then a vote for vice mayor will be held since that appointment expired with the expiring term. Collins asked whether the board preferred a shortened agenda or regular one and everyone requested business as usual.
- Adequate Facilities Tax – our auditors requested we clean this up and that it become a fee rather than a tax. This is because the municipal ordinance setting the facilities tax can be in conflict with the city's annual budget ordinance. There are no rate changes proposed and the rates remain \$500 for a permit fee with 50 cents per square foot residential and 75 cents per square foot for commercial. The first ordinance repeals what created and managed the facilities tax (5 ordinances plus 3 consecutive sessions of the municipal code). Future use of the facilities fee is the same as use of the tax. Funds will be in a separate bank account with a separate budget. Building permit fees were part of the original ordinance but will now be separated out.
- Certificate of Compliance Sister's Cellar is on the agenda tonight but you also may hear about a large pothole in the parking lot. In the past the city repaired it even though it is not city property or right-of-way. It is most likely private property but someone with the state is verifying it is not state right-of-way.
- Comcast Channel 19 has been having some issues. If you are seeing Brentwood feed rather than Fairview please contact Debby Rainey so she can send to a Comcast engineer.
- Shop with a Cop – we are hoping for around \$10,000 in donations and currently at \$7,500. Commissioner Burks requested \$1,000 from his community development funds go toward the program.
- Agenda item 12D – there was an IBC and municipal code conflict which is being cleaned up so we don't complete with ourselves moving forward. The chief appointing authority by charter has to be the city manager.
- Memorial Sign – Vice Mayor Crutcher received an email from a citizen inquiring about a memorial sign for their father-in-law who was a Williamson county deputy killed in action years ago. They were told a memorial would be erected in his honor but have heard no details since then. Nobody on the board or staff had any knowledge of such a memorial being planned.
- Engineer Selection – engineer submittals have been reviewed and graded according to our ordinance and the project is currently in the NEPA phase.
- Comprehensive Plan – John Blade is on the advisory committee and will need to be removed since he will be taking part as the mayor. He will need to appoint someone and whoever appointed Blade will need to appoint a new citizen as well. Their next meeting is Tuesday, November 27.

3. Adjournment at 6:48 p.m.

Brandy Johnson
City Recorder