

CITY OF FAIRVIEW

BOARD OF COMMISSIONERS MEETING MINUTES

December 3, 2015

Patti L Carroll, Mayor
Toney R Sutton, Vice-Mayor
Allen Bissell, Commissioner
Shannon L Crutcher, Commissioner
Stuart L Johnson, Commissioner
Wayne Hall, City Manager
Larry Cantrell, City Attorney
Brandy Johnson, City Recorder

Present: Carroll, Sutton, Bissell, Crutcher, Johnson

Others Present: Hall, Alexander (sub. for Cantrell), Daugherty, Johnson, Paisley, O'Neal

1. Call to order by Mayor Carroll at 7:00 p.m.

A. Prayer and Pledge led by Commissioner Johnson

2. Approval of the Agenda – Vice Mayor Sutton made a motion for approval with Commissioner Johnson seconding. Commissioner Bissell requested the removal of item 10B. Vice Mayor Sutton requested the addition of Bill #2015-49, Ordinance No. 914 rezoning of property off Cumberland Drive (Item 10G) and Resolution No. 37-15 to set the public hearing for the rezoning (Item 10H) as well as the hearing required to add these items (10F). City Manager Hall noted the item missed the shorter deadline due to the Thanksgiving holiday and these items typically roll to the next BOC following the Planning Commission. All were in favor.

3. Citizen Comments – (Limited to the first 5 citizens to sign in and a limit of 3 minutes each).

A. Brian Wutz, a volunteer firefighter, announces the formation of a 501c3 for Fairview Fire Auxiliary, a Tennessee non-profit organization exclusively for charitable purposes and independent of the city and fire department. It provides an avenue of support for businesses and citizens to make donations. Directors and members are not paid and it is strictly a volunteer organization. Two boards have been set up. One is the Board of Directors to oversee the vision, goal-setting, and management and the second is an Advisory Board to assess the needs. Wutz welcomes citizens to join as a member noting there is no pre-requisite and those interested should contact Chief O'Neal or Wutz to join. Wutz expressed his gratitude to Chief O'Neal, Scot Hughes and Adam Wynne for their assistance in getting this organization up and running.

B. Donna Brooks noted she has some comments on the HR position even though the item was removed from the agenda. She agrees the city needs help with HR functions but requests several questions be answered before making this decision. Brooks' questions include: has the State Street Aid money from last fiscal year been moved into a separate account and are we placing new State Street Aid revenue into a separate account? Are we putting School Facilities Tax revenue into a separate account? Brooks stated if we are not at least moving current revenues into separate accounts we are continuing the old practice of borrowing from restricted or designated funds to run the operations of the City. Brooks asks what is the increase in our year over year revenue and expense in the unassigned category not counting property tax? She notes this will tell us if we have a sufficient increase to fund this contract. In her opinion we definitely cannot hire an employee; it has to be a consultant. She asks the Board to keep in mind the projected surplus minus funds for the special census, School Facilities Fund and the fact that this surplus will not exist next year because we have to start paying bond payments plus another 25% of the School Facilities Fund due 6/30/2017. Also remember we did not give employees a raise

this year, insurance will definitely go up next year, we did not budget enough for maintenance this year and we will be most fortunate if gas and utilities remain low.

4. Awards and/or Recognitions – NONE

5. Public Announcements –

- A. Mayor Carroll announced the following events: volunteer day in the park on Saturday from 9 to 12, tree lighting at 4:30, the Chamber holiday dinner on December 8 at 7:00 p.m., Christmas Parade on Saturday December 12 at 11:00 a.m., the Fireside Concert at Bowie Nature Center on Sunday, December 12th from 2 to 4 p.m. and on Sunday the 6th the Friends of the Library Christmas Tour of Homes

6. Staff Comments –

- A. City Manager Hall (as Codes Director) states the Roadscapes grant (project in the works since 2006) funding is available and has been put out for bid. Dan Kubit was instrumental in this project and we will honor him with signage. Vice Mayor Sutton asks about the status of the wreaths on the light poles. Hall states the engineer with MTEMC would not sign off though Mitch Dowdy has worked diligently on this for months. They are their poles, not ours and we need permission to display them.
- B. City Recorder Johnson thanked Publix for their generous donation of hot chocolate for the tree lighting and noted the second census letter has been mailed with a deadline of December 18. Response from this second letter will determine whether a third letter is necessary.
- C. Finance Director Daugherty noted the library addition has been paid for and a certification agency has been secured for the special census. This will cost \$8,500 which keeps us under budget for the project and a meeting is set for next week to discuss details.
- D. Parks Director Paisley states the 2nd annual Community Parks Day is Saturday with the goal of removing invasive non-native plants along with a beautification project. Volunteers should report to Shelter 1 starting at 9:00 am and the Friends will end the project by serving a hot dog lunch. On Sunday, December 13, the Friends will host their Holiday Fireside Concert featuring Yankee Dixie from 2 to 4 pm.
- E. Fire Chief O'Neal informs everyone of burning over the next few days near the Western Woods subdivision.

7. Approval of the Minutes – (only needed if removed from consent agenda)

8. Consent Agenda Consisting of Items as Follows:

- A. Approval of the Minutes from the November 19, 2015 Board of Commissioners meeting

Commissioner Bissell made a motion for approval with Vice Mayor Sutton seconding. Commissioner Crutcher noted a correction on items 10E and F. All were in favor and minutes were approved with noted clerical corrections.

9. Old Business

- A. Discuss and/or Take Action on Approval of 2015 Audit – Finance Director Daugherty states this is a formality for the Board to accept the audit. Vice Mayor Sutton made a motion for approval with Commissioner Johnson seconding. All were in favor.
- B. Discuss and/or Take Action on Annual Vacation Accrual – Finance Director Daugherty presented the current and proposed policies noting he wants it equitable for first year employees to be able to rollover and not be forced to take vacation during their probationary period. Crutcher made a motion to remove the after first year provision in the rollover policy to allow new employees to rollover 40 hours in their first year seconded by Vice Mayor Sutton. FOR: Carroll, Crutcher, Sutton; AGAINST: Bissell, Johnson. Motion carried.

10. New Business

- A. Discuss and/or Take Action on Separating City Funds – Mayor Carroll states she requested this agenda item because this topic was discussed as part of the audit and she wanted the opportunity to discuss an action plan. Finance Director Daugherty notes the plan is laid out in the Stabilization Plan and Fund Balance Policy which indicate 100% of the State Street Aid will be segregated by the end of

2015 fiscal year which did not happen but will happen this year. I hope that we can fund after February when the majority of property taxes will be paid. Carroll confirmed the accounts will include funds received this fiscal year and Daugherty agreed noting he hopes the 3 year plan developed can be accomplished in two years. Mayor Carroll asked about when the TAN would be repaid and Daugherty stated he plans for the same time but it has to be paid by 6/30/2016. Carroll asked if we have spent the money brought in through State Street Aid this year and Hall replied no but we will spend part soon on the paving project. Daugherty notes he has an LGIP account established for the School Facilities Fund and will do one for State Street Aid as well then the money will be set aside and can be appropriated as the Board decides to spend it. Commissioner Crutcher questions why the money can't be put into these accounts as it is received and Daugherty states it can and that he will do so from December forward. Crutcher states he thought the plan was to begin this process at the beginning of the fiscal year. Daugherty replies the decision to segregate the funds all at the same time was his. Crutcher notes the importance of knowing exactly what is available in those funds and cites the example of the recent request for funds from the FHS band boosters. Carroll agrees that it makes better sense to separate funds as they come in so we don't set ourselves up for a repeat. Carroll asked whether attorney and engineering fees are in budget and Daugherty states attorney fees are but engineering is a little more complicated as we are due reimbursements from developers but he believes we are in pretty good shape. Crutcher requested monthly power point reports from the Finance Director. No action taken.

- ~~B. Discuss and/or Take Action on the Hiring of a Human Resources Specialist—REMOVED~~
- C. Discuss and/or Take Action on Bill #2015-46, Ordinance No. 911, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (GAN Accounting) – Vice Mayor Sutton read the caption and Finance Director Daugherty states this is to get the books in order for reporting as required by the state. Vice Mayor Sutton made a motion for approval with Commissioner Crutcher seconding. All were in favor.
- D. Discuss and/or Take Action on Bill #2015-47, Ordinance No. 912, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Grant Accounting) – Vice Mayor Sutton read the caption and Finance Director Daugherty notes this is an additional instance of complying with reporting requirements of the state. Vice Mayor Sutton made a motion for approval with Commissioner Johnson seconding. All were in favor.
- E. Discuss and/or Take Action on Bill #2015-48, Ordinance No. 913, An Ordinance for an Amendment to the City of Fairview, Tennessee, Budget for Fiscal Year 2015-2016 Budget (Walmart Grant for LeadsOnline) – Vice Mayor Sutton read the caption and Finance Director Daugherty states this is to appropriate the funds for the Walmart grant for \$2,000 that was approved at the last meeting. Vice Mayor Sutton made a motion for approval with Commissioner Johnson seconding. All were in favor.
- F. Hearing to add items G and H to agenda. Attorney Alexander notes the City Manager has already indicated the reasons and he believes it to be exigent circumstances. Vice Mayor Sutton made a motion to approve the additions to the agenda based on the previous explanations from the City Manager seconded by Commissioner Johnson. FOR: Carroll, Crutcher, Johnson, Sutton; AGAINST: Bissell. Motion carried.
- G. Discuss and/or Take Action on Bill #2015-49, Ordinance No. 914, An Ordinance to Change the Zoning of Certain Property in the City of Fairview, Tennessee, Located on Cumberland Drive, Owned by Kenneth B. Green, as Shown on, Williamson County, Tax Map 047, Parcel 66.04, From RS-40 to R-20 PUD – Vice Mayor Sutton read the caption, Commissioner Johnson made a motion for approval with Vice Mayor Sutton seconding. Jamie Reed was present representing the property. All were in favor.
- H. Discuss and/or Take Action on Resolution No. 37-15, A Resolution to Set a Public Hearing for the Purpose of Obtaining Public Comment on Changing the Zoning of Certain Property in the City of Fairview, Tennessee, Located off Cumberland Drive, Owned by Kenneth B. Green, as Shown on, Williamson County, Tax Map 047, Parcel 66.04, From RS-40 to R-20 PUD – Vice Mayor Sutton read the caption and made a motion for approval with Commissioner Johnson seconding. Jamie Reed was present representing the property. All were in favor. City Manager Hall noted the process of signage on the property, letters to adjacent property owners and the public hearing. Attorney Alexander requested a current deed prior to the second reading.

10. City Manager Items for Discussion –

- A. Miscellaneous Updates – City Manager Hall notes city flags are at half-staff honoring the victims in California and Pearl Harbor. Hall states our Walmart store was #1 in the district (out of 600 stores) for the weekend with the best percentage increase.
- B. City Attorney Comments – Attorney Dan Alexander (sub. for Cantrell) states that Cantrell is as ornery as ever and his health is improving but he may not make it back until after Christmas. Alexander stated he will assist as long as he is needed.

11. Communications from the Mayor and Commissioners –

- A. Commissioner Bissell - NONE
- B. Commissioner Crutcher notes a request from Mr. Hall at the last meeting about permission to fill open positions and a question was broached about the legality of the Board to limit this. Attorney Alexander states the board holds the purse strings and can set limits but as far as hiring, firing and disciplining employees those are all a function of the city manager.
- C. Commissioner Johnson - NONE
- D. Vice Mayor Sutton – asks everyone to participate in filling out their census forms noting they can be dropped in the payment box at city hall and tonight Taco Bell is accepting donations for Boys & Girls Club of Fairview
- E. Mayor Carroll asks all to remember the reason for the season and to support our local businesses

12. Adjournment – Vice Mayor Sutton made a motion for adjournment and meeting was adjourned at 8:14 p.m.

Brandy Johnson
City Recorder