

REGULAR SESSION

March 13, 2018

The Board of Mayor and Aldermen of the City of McMinnville, Tennessee, met in regular session at its regular meeting place, City Hall, Tuesday, March, 13, 2018, at approximately 7:00 p.m. Adequate public notice of the agenda was given by notices posted at City Hall, articles in the Southern Standard newspaper and news reports on the local radio stations. Present were: Mayor Jimmy Haley; Vice Mayor Ben Newman, Aldermen, Kate Alsbrook, Everett Brock, Ryle Chastain, Steve Harvey, and Mike Neal. Absent: None. Others present: Administrator Bill Brock; Shirley Durham, City Recorder; Tim Pirtle, City Attorney; and members of the news media and press.

The meeting was presided over by the Honorable Mayor Jimmy Haley, with Shirley Durham, recording the action taken at the meeting.

CONSIDERATION OF MINUTES

Mayor Haley stated that written copies of the minutes of the regular session of February 27, 2018 had been sent to each member of the Board of Mayor and Aldermen previously. He asked if any member of the Board wished to make any corrections, additions or modifications to the minutes.

Motion was made by Mr. Chastain to dispense with the reading of the minutes and approve them as written. The motion was seconded by Mr. Neal and carried.

RECOGNITION OF VISITORS

Mayor Haley recognized Susan Barrett, Warren County Middle School Tennis Coach, who, because of some false information she had received that if the indoor tennis court got cut from the Civic Center renovation plans they would no longer have an indoor court, spoke on the need for an indoor court and the value it is to the entire community.

Mayor Haley recognized Carolyn Stewart, a member of the Middle School tennis team, who asked the Board not to do away with the indoor tennis court.

COMMUNICATIONS

Motion was made by Mr. Chastain to approve a request from Martha Phillips, Executive Director Children's Advocacy Center, to use the Court Square grassy lot from April 14-28th for the Evening Exchange Club's Field of Flags display to showcase their flags along with a banner and signage. This is part of their April Child Abuse Prevention Month activities. The motion was seconded by Mr. Brock and carried.

Motion was made by Mr. Brock to approve a request from Melissa Brown, Executive Director Generations Campbell Lodge/Wood House, for them to hold a “5K Color Run” fundraiser in McMinnville on Saturday, May 12th from 7:30 a.m.-10:00 a.m. They have been in contact with the civic center and the Police Department and will adhere to all the guidelines. The motion was seconded by Mr. Chastain and carried.

Motion was made by Mr. Chastain to defer a request from Carla Savage, Event Chairperson Relay for Life, to use the decorative City Lamp Poles to hang sponsorship banners for their event, until more information can be obtained. The motion was seconded by Mr. Newman and carried.

Administrator Brock will contact Ms. Savage to gather more information regarding her request.

PETITIONS

There were no petitions.

UNFINISHED BUSINESS

Motion was made by Mr. Newman to authorize the City Recorder to disburse the funds in the amount of \$75,000 in the City’s 2017/2018 budget to the Tourism Development Board. The motion was seconded by Mr. Chastain and carried.

NEW BUSINESS

There was no new business.

RESOLUTIONS

Resolution No. 2034, a resolution to authorize the City of McMinnville, Tennessee to accept the bid from Freeland Automotive for two (2) new two-wheel drive, regular cab ½ ton Pick-ups in the amount of \$19,067.00, each for a total of \$38,134.00 for the McMinnville Water & Sewer Department; to authorize the City Administrator to issue the necessary purchase order; and to express the time when the resolution becomes effective was introduced for adoption.

Motion was made by Mr. Neal to adopt Resolution No. 2034. The motion was seconded by Mr. Brock and upon call of the roll Aldermen Alsbrook, Brock, Chastain, Harvey, Neal, Newman and Mayor Haley voted aye. Voting Nay: None. Motion carried.

Resolution No. 2035, a resolution to authorize the City of McMinnville, Tennessee to cancel two (2) Water Tank Maintenance Contracts with Utility Service Co., Inc. in accordance with the terms of the Agreements; to authorize the City Administrator to issue the necessary Notice

of Cancellation; and to express the time when the resolution becomes effective was introduced for adoption.

Motion was made by Mr. Harvey to adopt Resolution No. 2035. The motion was seconded by Mrs. Alsbrook.

In discussion Anthony Pelham, Director Water and Sewer Department, referred to a letter he received from G. David Forrester, Vice President, South Region for SUEZ, dated February 22, 2018, which read as follows:

“Dear Mr. Pelham,
SUEZ is deeply saddened by the news of your impending cancellation of the maintenance contracts currently held on your Bybee and Town tanks. We understand that you do not feel that you have received the proper service under these contracts. Per our last conversation, you feel it best to cancel these contracts and enter into a contract with a limited amount of years allowing McMinnville the ability to pay for services as needed.

At present, there is an outstanding bill in the amount of \$58,529.71 which is on hold due to an interior renovation needed on the Town tank. As stated in our conversation on 2/20/18, McMinnville will release payment in acceptance of this letter, provided that:

1. SUEZ determines a work schedule for the renovation of the interior of the Town tank.
2. All work will be scheduled to be completed the first part of Spring 2018 and completed before the next bill date.
3. SUEZ agrees to take \$29,264.85 before renovation is complete and the remainder of the invoice due upon completion of interior renovation.

Once the interior renovation is completed, McMinnville will then terminate the current contracts on the Bybee and Town tanks, before the June 30th renewal date, by providing the proper cancellation letter signed by members of your board. Again, we are sorry that you have decided to go this route, however we look forward to earning your business.

Warm Regards,
G. David Forrester
Vice President, South Region”

Motion was made by Mr. Newman to amend Resolution No. 2035 to add under item 3 after the words “Town Tank;” “payment of ½ of the outstanding balance due (\$29,264.85) shall be made within 30 days and the balance (\$29,264.86) after completion of the project.” The motion was seconded by Mr. Brock and upon call of the roll Aldermen Alsbrook, Brock, Chastain, Harvey, Neal, Newman and Mayor Haley voted aye. Voting Nay: None. Motion carried.

Upon call of the roll on the motion to adopt Resolution No. 2035, as amended, Aldermen Alsbrook, Brock, Chastain, Harvey, Neal, Newman and Mayor Haley voted aye. Voting Nay: None. Motion carried.

ORDINANCES

There were no ordinances.

DEPARTMENTAL REPORTS

Anthony Pelham, Water and Sewer Director, asked Mrs. Alsbrook to call a Water and Sewer Committee for March 27th in order to consider a customer issue. She said she would.

Police Chief Bryan Denton invited members of the Board to a reception scheduled for April 13th honoring John Morgan upon his retirement from the Police Department with 40 years of service.

Scott McCord, Parks and Recreation Director, gave a report on activities at the civic center.

Administrator Brock stated that at the last meeting the Board voted to have the City's IT Manager develop a Request for Proposal for ransomware. He spoke with Scotty Lawson, our IT Manager regarding this. Mr. Lawson would like to meet with the Finance Committee and members of the board and give them a report on what security the City had in place before he came, steps he has taken to add additional security since he has been here and what else might be needed. Alderman Brock said he would set up a meeting for this.

Mr. Brock also stated that at the last meeting the Board also voted to direct the Administrator and the Human Resource Administrator to start interviewing people for the position of a Grant Writer. They have been working on this. They requested MTAS to do a survey of other cities to see who had grant writers on staff and try to get copies of job descriptions. No cities that responded had a grant writer and no job descriptions were available. A copy of the survey was included in their agenda packet.

Jennifer Rigsby, Human Resource Administrator, developed a job description. This was also included in their packet. Mr. Brock asked the Board to review this and let him know if it was okay or if changes needed to be made.

Mr. Brock stated before they advertise this position they need to know if the Board is looking to hire someone full time, part time or to contract with someone.

Following discussion motion was made by Mr. Newman to issue a Request for Proposal for a part time independent grant coordinator to work for the city and be paid a minimum amount plus an administration fee upon awarding of the grant. The motion was seconded by Mr. Chastain and carried.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

There being no further business the meeting adjourned.

City Recorder

Mayor