

City of Baxter
Regular Meeting Minutes
City Hall
March 7, 2024 6:00 p.m.

Opening of Meeting, Invocation, Pledge of Allegiance

Fire Chief Matt White opened the meeting at 6:00 p.m. and led the Invocation and the Pledge of Allegiance.

1. Call to Order

Mayor John Martin called the meeting to order at 6:01 p.m.

2. Roll Call

City Recorder Sharon Carlile called roll. Present were Councilman Dustin Stanton, Councilman Greg Phillips, Councilman Jeff Herald, Councilman Willie Allison and Mayor John Martin.

3. Approval of minutes from Regular Meeting and Public Hearing on February 8, 2024

A motion to approve the minutes and dispense with the reading was made by Councilman Dustin Stanton and was seconded by Councilman Jeff Herald.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison- Yes. Motion Carried.

4. Communications from Mayor John Martin

Mayor John Martin conveyed he would leave all the growth updates to Building Inspector Bob Lane for this meeting.

5. Reports from Committees, Members of the Board of Mayor and Councilmen and other Officers

Fire Chief Matt White stated he had hired a fulltime fireman to replace a position which had been vacated. The new fulltime fireman will be John Mullin. Public Works Director John Ramsey communicated that the sanitation truck is down but will be operational in the next couple days. Building Inspector Bob Lane discussed the townhomes going up on Dale Mires and that Love's is going build a tire store at their location. Donnie Suits is starting the storage buildings. Paddington Place is coming along quickly. Harold Brown owner of ERB Properties is renovating his shop in town to add storefronts. City Engineer Tom Bennett discussed the CDBG being applied for which would continue sewer rehab. Also, the Wastewater Treatment Plant is out for bid. The EDA grant has about \$340,000.00 left to spend.

A. Bills for Approval

Councilman Willie Allison made a motion to approve the Bills for Approval. The motion was seconded by Councilman Dustin Stanton.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison- Yes. Motion Carried.

6. Purchase Orders: WWTP (2); Water (1); General (1)

Councilman Dustin Stanton made a motion to approve the three purchase orders. Councilman Jeff Herald made a second to the motion.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison- Yes. Motion Carried.

7. Old Business - 2nd Reading

A motion was made by Councilman Jeff Herald to adopt Ordinance 2023-8. The motion was seconded by Councilman Greg Phillips.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried.

8. New Business – 1st Reading

A. One Way Broad St

A motion to consider making Broad St a one-way street was made by Councilman Willie Allison. Councilman Jeff Herald made a second to the motion.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried

B. Add Third Signature-Lorie Buford

Mayor Martin discussed the need for a third signature to be on the checking accounts in case the City Recorder or Mayor is absent. Two signatures must be on all checks.

Councilman Willie Allison made a motion to add Administrative Assistant Lorie Buford as a third signer on the checking accounts. A second was made by Councilman Greg Phillips.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried.

C. Request for Qualifications- Auditor

Mayor Martin conveyed to the council MTAS advisor's recommendation to do a Request for Qualifications for the auditor for fiscal year 2023-24. According to MTAS the auditor should be bid every five years.

Councilman Jeff Herald made a motion to do a Request for Qualifications for the auditor. Councilman Dustin Stanton seconded the motion.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried.

D. Downtown Program

No action to take. Mayor Martin discussed the steering committee and their vision for Baxter.

E. Debt Report

City Recorder discussed the debt report for an extension on the USDA bonded debt for the first phase rehab of the wastewater treatment plant.

F. Bids for Fire Rescue Trailer

Fire Chief Matt White reported the bids received and recommended the bid be awarded to Trailer Mart Inc.

Councilman Dustin Stanton made a motion to approve the purchase and Councilman Willie Allison seconded the motion.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried

G. Bids for Fire Station Generator

No bids were turned in on the Fire Station Generator.

H. Add IT/ Safety Officer Job Description

Councilman Dustin Stanton made a motion to approve adding the IT/Safety Officer job description. Councilman Jeff Herald made a second to the motion.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried

I. Dollar Tree Permit Refund

A contractor purchased a building permit for the Dollar Tree. The project was not able to be finalized so he requested a refund on his building permit. Building Inspector Bob Lane suggested the city retain 10- 25 percent. City Attorney Wade Blair asked for this to be tabled to give him time to look at it.

A motion to table this to the next meeting was made by Councilman Jeff Herald and seconded by Willie Allison.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried

J. Ban on Fortune Telling

A motion to table the issue of the ban on fortune telling to let City Attorney Wade Blair investigate more was made by Councilman Willie Allison and seconded by Councilman Dustin Stanton.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried.

K. Ordinance 2023-9- “An Ordinance Amending The Annual Operating Budget Of The General And Special Revenue Funds Of Baxter, Tennessee For Fiscal Year 2023-2024”

Councilman Dustin Stanton made a motion to approve the first reading or Ordinance 2023-9. Councilman Willie Allison made a second to the motion.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried

L. Ordinance 2023-10- “An Ordinance Amending The Annual Operating Budget Of The Water And Sewer Funds Of Baxter, Tennessee For Fiscal Year 2023-2024”

A motion to pass the first reading of Ordinance 2023-10 was made by Councilman Dustin Stanton and seconded by Councilman Greg Phillips.

Vote: Phillips – Yes, Stanton – Yes, Herald – Yes, Allison – Yes. Motion Carried

9. Comments and Grievances from Citizens

Tom Bittle, Assistant Director of the Senior Citizen Center communicated that they served 420 lunches in October 2023 and 523 lunches in February 2024. The center provides a lot of exercises and programs. They have also dedicated a wall to the veterans in the area and provide donuts and coffee for them and first responders the last Thursday of the month.

Adjournment

Councilman Jeff Herald made a motion to adjourn. Councilman Dustin Stanton seconded the motion.

Vote: Phillips – Yes, Stanton - Yes; Herald- Yes, Allison- Yes. Motion Carried.

Meeting Adjourned at 6:35 p.m.

Respectfully submitted,



Sharon Carlile, City Recorder



John Martin, Mayor