

**City of Baxter
Regular Meeting Minutes
City Hall 200 Main Street
February 4, 2016
6:00 p.m.**

Opening of Meeting, Invocation, Pledge of Allegiance

Police Chief Danny Holmes opened the meeting and led the Pledge of Allegiance.

1. Call to Order

Mayor Jeff Wilhite called the meeting to order at 6:02 p.m.

2. Roll Call

City Recorder Stacey Austin called roll. Present were Alderman Greg Phillips, Alderman Willie Allison, Alderman Jeff Herald, Alderman Harmon Garris, and Mayor Jeff Wilhite.

County Clerk Wayne Nabors was present and swore in Patrolman Brandon Burnette and Patrolman David Daniel.

3. Approval of Minutes

Alderman Jeff Herald made a motion, seconded by Alderman Willie Allison to accept the minutes of the public hearing and regular meeting on January 7, 2016 and to dispense with the reading.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

4. Comments and Grievances from Citizens

Mr. Mike Helms commended the Street Department and city employees for their work on the city streets during the recent snow storm.

Mrs. Jeanie Lee presented the Friends of the Depot and Beautification Committee Report at this time.

5. Communications from the Mayor

The Mayor reported the city has been approved for an industrial access road 300 feet off of the right-of-way. The Mayor advised he would like to meet with the aldermen in the next couple of weeks on the road. Alderman Jeff Herald mentioned people said cutting the fence on Highway 70 would never be done, but approval of the road has allowed access off of Highway 56. The Mayor also reported plans have been approved for sewer at exit 280 and it looks like they are ready to start their work.

6. Reports from committee, members of the Board of Mayor and Aldermen, and other officers.

Alderman Willie Allison commented he brought an issue to the board last month of two planning commission members not living inside the city limits and he got a phone call from a lady accusing him of not liking Sue Neal. He advised he did not say anything bad about her.

The board commended Putnam County Executive Randy Porter for the county's donation of a vehicle to the Baxter's street department.

A. Bills for Approval

Alderman Willie Allison made a motion, seconded by Alderman Greg Phillips to pay the bills.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

B. Purchase Order Requests

Police – J & D Equipment Hauling, Street – Golden Circle Ford, Extreme Tactical Dynamics, G & C Supply, Fire – G & W Diesel Service

Alderman Willie Allison made a motion, seconded by Alderman Harmon Garris to approve the purchase order requests.

Vote: Phillips – yes, Allison –yes, Herald – no, Garris –yes. Motion carried.

C. Leak Adjustment Approvals

Red Stag Construction, April Ruebsamen

Alderman Harmon Garris made a motion, seconded by Alderman Greg Phillips to approve the leak adjustments.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

7. Old Business

A. On the interlocal agreements on Parks and Recreation, the Mayor advised he has spoken with Parks and Recreation Director John Albertson and they are going to renegotiate the contract.

B. The Mayor advised Attorney Dan Rader is supposed to work on the language on the City of Cookeville maintenance agreement on traffic signals and lights.

C. The board approved the purchase of a new vehicle by approving the purchase order for Golden Circle listed above.

D. The City Recorder reported the balance left in the street paving project checking account. The Mayor advised the board to think about what we are going to pave with the balance. Discussion was also made on the hole in the pavement in front of Love's Travel Stop. The Mayor is going to contact Mr. James Scott with TDOT on the issue. TDOT says the City of Baxter owns the property, but the city is in disagreement.

New Business:

A. Alderman Harmon Garris made a motion, seconded by Alderman ~~Harmon Garris~~ ^{Jeff Herald} to pass 1st reading of Ordinance 2016-1 “an ordinance correcting previously adopted ordinances that amended the general & special operating funds budget for FY 16.”

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

B. Alderman Willie Allison made a motion, seconded by Alderman Greg Phillips to pass 1st reading of Ordinance 2016-2 “an ordinance amending the annual operating budget of the general & special revenue funds budget for FY 16.”

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

C. Mr. and Mrs. Ken Manis, the developers for Valley Pointe Subdivision, addressed the board asking for help with sewer at the development. Mr. Manis advised a sewer line had been installed and then they later found out that there was existing sewer access. He asked the board for consideration on the remaining lots to help offset some of the cost.

After discussion, Alderman Harmon Garris made a motion to give 9 sewer taps for Valley Pointe Subdivision.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

D. Water Department Office Clerk Melanie Harris addressed the board advising them customers appreciate the ability to now make debit and credit card payments. Ms. Harris advised she did \$4,000 worth of credits the first month.

E. After discussion of need for a directional sign for the Baxter Senior Center and the Baxter Branch Library, Alderman Harmon Garris made a motion, seconded by Alderman Willie Allison to allow the Mayor and Bob Lane to work on a directional sign for across the street from City Hall and one for on the side of the building.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

F. Mr. Manny Edwards, owner of Jig Head Brewing Company, addressed the board wishing to establish a microbrewery in Baxter. Mr. Edwards currently owns a track of property next to Upperman High School on Highway 70. The board expressed concerns about locating it next to a school and advised our code currently has distance rules for other types of businesses with alcohol sales. The board discussed whether the process should start with the city’s planning commission or with the board as a change to the city’s municipal code. The Mayor advised he thought an amendment to the municipal code to allow microbreweries would be the first step and then the planning commission would have to decide what zone it would be permissible in.

Alderman Jeff Herald made a motion, seconded by Alderman Greg Phillips to allow microbreweries.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

The Mayor advised he thinks Henry Fincher would need to draft an ordinance. Codes Officer and Zoning Compliance Officer Bob Lane advised he feels like we should also discuss it in the Planning Commission.

G. Alderman Harmon Garris made a motion, seconded by Alderman Willie Allison to approve the occupational health contract for drug screens and breath alcohol services for 2016.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

H. Alderman Jeff Herald made a motion, seconded by Alderman Harmon Garris to pass Resolution 2016-2 “a resolution adopting records retention schedules.”

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

I. Alderman Harmon Garris made a motion seconded by Alderman Jeff Herald to pass Resolution 2016-3 “a resolution authorizing a local agreement between the City of Baxter and Putnam County to allow the City of Baxter to use the County’s bid for street paving.”

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

The City Recorder reported there are new depreciation amounts from the audit for the split to the Depreciation Account and Sewer Maintenance Account. (Monthly \$19,901.24 to Deprecation Account and \$8,529.10 to Sewer Maintenance Account) She also reported based on the audit there is \$61,524.49 that can be moved from the restricted account to depreciation.

Alderman Harmon Garris made a motion, seconded by Alderman Greg Phillips to approve the new depreciation amount and to approve the transfer from the restricted account.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

City Recorder Stacey Austin advised she did a cash flow analysis on the general fund and she feels there is \$150,000 that can be invested in CDs now and maybe an additional \$25,000 later on. Alderman Jeff Herald has been researching CD interest rates. He advised she would like to put \$75,000 in Bank of Putnam County and \$75,000 in Putnam First Mercantile.

Alderman Jeff Herald made a motion, seconded by Alderman Harmon Garris to put \$75,000 in Bank of Putnam County and \$75,000 in Putnam First Mercantile for 3 years at a 1.6% interest rate with a one-time bump.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

Alderman Jeff Herald addresses the board advising he would like to make the elected city recorder’s position a hired city recorder. Alderman Willie Allison advised he felt like it was too late to get it changed. Alderman Greg Phillips expressed the city might get in a lawsuit since it was already qualifying time. No motions were made.

Discussion was made on bidding out the men’s bathroom renovations and the need for contractors who have liability insurance and worker’s compensation insurance or State exemption at the recommendation of the city’s insurance company. After discussion, the board wanted the Mayor to solicit form general contracts that have those recommendations.


Fire Chief Matt White advised Captain Brown is a supervisor and that he receives no extra pay for his supervisory duties. He advised the board he had the money in his budget to give him an extra \$1.00 on the hour for now.

Alderman Willie Allison made a motion to pay Adam Brown an extra \$1.00 per hour, seconded by Alderman Harmon Garris.

Vote: Phillips – yes, Allison –yes, Herald – yes, Garris –yes. Motion carried.

With no other business, the Mayor adjourned the meeting at 7:35 p.m.

Respectfully submitted,


Stacey M. Austin, City Recorder


Jeff Wilhite Mayor