

City of Baxter
Regular Meeting Minutes
City Hall 200 Main Street
April 7, 2016
6:00 p.m.

Opening of Meeting, Invocation, Pledge of Allegiance

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

1. Call to Order

Mayor Jeff Wilhite called the meeting to order at 6:00 p.m.

2. Roll Call

Interim City Recorder Lorie Buford called roll. Present were Alderman Greg Phillips, Alderman Willie Allison, Alderman Jeff Herald, and Mayor Jeff Wilhite.

3. Approval of Minutes

Alderman Jeff Herald made a motion, seconded by Alderman Willie Allison to accept the minutes of the regular meeting on March 3, 2016 and the minutes of the special called meeting on March 15, 2016 and to dispense with the reading.

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

4. Comments and Grievances from Citizens

Mrs. Frieda Harris, chairman of the Baxter Senior Center presented information on the new building the Seniors are hoping to have constructed. It will be a 90' x 50' metal building similar to the Boma Community Center. The Senior Center is requesting either \$15,000 annually or \$6,500 plus utilities per year in addition to the cost of constructing the building. The Mayor explained that the City will need to get estimates on costs for the new center and partner with the County to find a suitable location. Further discussion on the new Senior Center may be brought up at a special called meeting. The Mayor also mentioned that the City is still working on providing a directional sign for the Senior Center and Library.

5. Communications from the Mayor

The Mayor advised that all City departments have been working on their budgets for FY 2016-2017 and hope to have final passage in June. He also mentioned that the Legislature will consider the charter change deleting the office of city recorder next week. The Board will hold a special called meeting after the State approves the charter change.

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

Mrs. Jeanie Lee with the Friends of the Baxter Depot and Beautification Committee presented the April report. She mentioned that April is Baxter Pride month and that an excursion train will be coming to Baxter during the Harvest Festival. She also noted an increase in the number of donation stones purchased in support of the Baxter Depot.

A. Bills for Approval

Alderman Jeff Herald made a motion, seconded by Alderman Greg Phillips to approve the bills.

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

B. Purchase Order Requests

Fire – Roger’s Group; Street – Irving Materials; General – Monte Gaw Appraisal Service, Clay Sherrell; Sewer – Civil Engineering & Surveying, Brenntag Mid-South, Wascon; Water – HD Supply, High Tide, Local Government.

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

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

C. Leak Adjustment Approvals

Joe Weatherly, Mary Madewell, Theresa Sullivan, Claburn Mathis, Leigh Ann Carter, Kevin True, E.J. Atnip, Tina Smith, Baxter Methodist Church, Darryl Maddux, Ronald W. Smith

After review and discussion, Alderman Willie Allison made a motion, seconded by Alderman Greg Phillips to approve the leak adjustments.

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

7. New Business

A. Alderman Jeff Herald made a motion , seconded by Alderman Willie Allison to pass 1st reading of Ordinance 2016-3 “an ordinance correcting Ordinance 2016-2 which amended the annual operating budget of the General and Special Revenue Funds of Baxter, TN for FY 2016”

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

B. A motion was made by Alderman Willie Allison and seconded by Alderman Greg Phillips to pass 1st reading of Ordinance 2016-4 “an ordinance amending the annual operating budget of the General and Special Revenue Funds of Baxter, TN for FY 2016”

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

C. The Mayor brought up the issue of a policy change by Upper Cumberland Electric requiring all cities to have a deposit for all accounts sufficient to cover two months of billing. All of the City’s accounts total \$17,000. After the Mayor discussed various options, Alderman Greg Phillips made a motion to take out CD’s (General Fund accounts at Bank of Putnam County and Water and Sewer Fund accounts at Putnam 1st Mercantile) in the amounts required to stand as collateral for the letter of credit. The motion was seconded by Alderman Jeff Herald. A copy of the letter from UC EMC detailing the policy change is included in the minutes.

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

D. Baxter Fire Department Captain Adam Brown requested permission to hire part-time firefighters to staff the station on occasional Saturdays to reduce the incidence of missed responses to calls. The fire department has excess funds to cover the costs through the end of this fiscal year. The department will request a payroll budget increase for the next fiscal year if it is decided to continue the Saturday staffing. Alderman Willie Allison made a motion to approve hiring part-time firefighters on some Saturdays through the end of this fiscal year. The motion was seconded by Alderman Jeff Herald.

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

Captain Brown also informed the Board that the Fire Department is continuing to search for a qualified live-in firefighter to man the station.

E. Captain Brown requested permission to apply for an Assistance to Firefighters grant that would provide educational equipment for training in schools, businesses and workplaces. One piece of equipment will train users in the effective use of fire extinguishers and the other teaches proper emergency response to a fire. The fire department has money in their operating budget to cover the grant writer's fee of \$450. The City would be responsible for matching five percent of the grant which would be \$1,041. If the grant is awarded, the fire department will determine whether a budget amendment will be needed in the new fiscal year. A motion was made by Alderman Jeff Herald to pay the grant writer to apply for the grant and allows payment of the five percent matching funds if the grant is awarded. Alderman Willie Allison seconded the motion.

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

F. Alderman Greg Phillips made a motion to renew the City employees' group health plan with Blue Cross Blue Shield of Tennessee. A second was made by Alderman Willie Allison.

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

Alderman Willie Allison mentioned he wanted the City's position on placement of signs to be clarified. Codes and Zoning Compliance Officer Bob Lane explained that portable flashing signs are against the Zoning Ordinance. Non-portable, non-flashing signs are allowed on private property as long as they do not block streets or driveways.

Alderman Greg Phillips brought up Baxter's policy regarding employees driving city vehicles home. Employees who live in the city limits or in close proximity to the city and are on-call are allowed to drive vehicles home. It was decided that each department supervisor can use their discretion to determine who is allowed to bring city vehicles home.

Street Department Supervisor Ben Brewington told the Board that street paving should begin approximately the first week of May. The streets to be paved are Anderson Street, Ward Mill Road, a half mile of 1st Avenue South toward Loves and the section of Buffalo Valley Road which was not previously paved. Alderman Willie Allison made a motion to pave all the streets

mentioned except Ward Mill Road which will be paved after all sewer installation and road construction in that area is completed. The motion was seconded by Alderman Greg Phillips.

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

With no other business, the Mayor adjourned the meeting at 6:45 p.m.

Respectfully submitted,



Lorie Buford
Interim City Recorder



Jeff Wilhite Mayor