

City of Baxter
Regular Meeting Minutes
City Hall, 200 Main St.
May 5, 2016
6:00 p.m.

Opening of Meeting, Invocation, Pledge of Allegiance

Police Chief Danny Holmes opened the meeting and Upperman High School's Special Olympics Basketball Team led the Pledge of Allegiance. Mayor Jeff Wilhite made a proclamation that May 10, 2016 is Baxter Special Olympics Day.

1. Call to Order

Mayor 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, Mayor Jeff Wilhite, Alderman Jeff Herald, and Alderman Harmon Garris.

3. Approval of Minutes

Alderman Herald made a motion, seconded by Alderman Garris, to accept the minutes of the regular meeting held on April 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

Students from Upperman High School's SADD (Students Against Destructive Decisions) Club proposed that a stop ahead sign be added just before the intersection of Nashville Highway and First Avenue. The Mayor mentioned the need to assure that the sign was not placed in a location that would present danger but that he thought it was a good idea. This was met with approval by the Board.

Phyllis Leonard said that a sign was supposed to be placed indicating the location of the Senior Center. Mayor Wilhite said he would see that it was done as soon as possible. Sue Frederick expressed concern that a new Senior Center has not yet been built. She also mentioned that some Senior Center activities have had to be moved to other locations and that more seniors would participate in these activities if there was a new Senior Center with enough room to hold these events.

5. Communications from the Mayor

Tom Bennett reported that the Community Development Block Grant has been submitted to the state of Tennessee. The \$550,00 Sewer Rehabilitation Project submitted for various improvements within the city sewer system will require a \$20,000 local match. Baxter should receive word in the fall if the city is awarded the grant.

Mr. Bennett also mentioned that the city should apply for the State Aid Bridge Project in the summer of 2017.

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

Alderman Herald mentioned that the Church of Latter Day Saints volunteered to help with any city projects such as painting or cleaning up. He also brought up that the hole at the entrance to Love's Truck Stop needed a permanent fix using concrete and steel.

Alderman Allison said that librarian Sarah Lewis wanted a directional sign pointing patrons to the library. It will be on the same signpost as the Senior Center sign.

A. Bills for Approval

Alderman Allison made a motion, seconded by Alderman Phillips, to approve the bills.

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

B. Purchase Order Requests – Water – Ford Lincoln of Cookeville, G & C Supply, Maggart Tire, Southeastern Tank; Fire – EVS, Cumberland Trucks, Staples; Sanitation - Stringfellow

Alderman Phillips made a motion, seconded by Alderman Herald, to approve the purchase order requests.

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

C. Leak Adjustment Approval – Kristy Randolph

Alderman Herald made a motion, seconded by Alderman Allison, to approve the leak adjustment.

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

7. Old Business

A. Alderman Garris made a motion, seconded by Alderman Herald, to approve second and final reading of Ordinance 2016-3 “an ordinance

correcting Ordinance 2016-2 which amended the annual operating budget of the General & Special Revenue Funds of Baxter, TN for FY 16”

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

- B. A motion was made by Alderman Allison and seconded by Alderman Phillips to approve second and final reading of Ordinance 2016-4 “an ordinance amending the annual operating budget of the General & Special Revenue Funds of Baxter, TN for FY 16”

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

8. New Business

- A. Mayor Wilhite reported that librarian Sarah Lewis requested that a bench and a bike rack be placed outside the Baxter Library. The bench will be purchased with outside funds. Alderman Garris made a motion, seconded by Alderman Allison, to approve the purchase of two bike racks, one to be placed at the library and another at the depot.

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

- B. The Board decided to discuss the Putnam County Imagination Library and Putnam County Animal Shelter funding requests at a future budget meeting.

- C. Alderman Herald made a motion, seconded by Alderman Garris, to approve the TML version of the agreement with the City of Cookeville for Traffic Signal Maintenance.

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

- D. Mayor Wilhite presented the first reading of the charter change deleting the Office of City Recorder. He stated that for this change to be enacted, it must receive approval from 2/3rds of the Board. The Mayor said that if a second reading is deemed necessary, this reading will be simply the first reading. If no second reading is deemed necessary, this reading will be considered the first and final reading and the only vote needed. Mayor Wilhite is waiting on an opinion from city attorney Henry Fincher as well as the Secretary of State. Alderman Garris made a motion, seconded by Alderman Allison, to approve this charter change.

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

Mayor Wilhite stated that he has put together a job description for the former city recorder position and gave copies to the Board for consideration. The Mayor went over the details of the job description.

The Mayor said that he was in the process of working on revenue projections for the FY 16-17 budget. A special meeting will be held to further discuss the budget.

Mayor Wilhite discussed the Water Department's policy of charging for water and sewer taps when a developer builds a subdivision. After much discussion, Alderman Herald made a motion, seconded by Alderman Garris, to require developers to pay half the water and sewer tap fees as the taps are being installed by the developer.

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

Water Clerk Melanie Harris requested permission to pay off the Rural Development Water Tank Loan #91-10 of approximately \$288,409.37 through the depreciation account even though it was not included in this year's budget.

Alderman Herald made a motion, seconded by Alderman Allison, to approve the payment.

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

Fire Chief Matt White brought up the need for eleven new fire hydrants to comply with safety standards. Three sections of the city (Highway 70, Highway 56, and Ditty Road) are deficient in the number of fire hydrants. The Board discussed budgeting for two to three fire hydrants per year until all deficient sections have been addressed.

Police Chief Holmes requested that the proceeds from the sale of surplus police vehicles be put back into the police department's vehicle maintenance budget. Mayor Wilhite said that this money was likely put back into the budget with the passing of Ordinance 2016-4 and that he would look into the matter.

With no other business, the Mayor adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Lorie Buford

Lorie Buford

Interim City Recorder

Jeff Wilhite

Jeff Wilhite

Mayor