

City of Baxter
Regular Meeting Minutes
City Hall 200 Main Street
October 13, 2016
6:00 p.m.

Opening of Meeting, Oath of Office, Invocation, Pledge of Allegiance

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

1. Call to Order

Mayor Martin called the meeting to order at 6:08 p.m.

2. Roll Call

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

3. Approval of Minutes

Alderman Willie Allison made a motion, seconded by Alderman Dustin Stanton to accept the minutes of the regular meeting on September 1, 2016 and to dispense with the reading. Vote: Allison- yes, Herald- yes, Stanton- yes. Motion Carried

4. Comments and Grievances from Citizens

None

5. Communications from Mayor John Martin

Mayor Martin discussed the development project across from the dollar store. The development will be high income properties with a gated community. Mayor Martin said he has spoken to Congressman Diane Black and TDOT about the traffic issues at the crossroads. He said TDOT has recommended a roundabout. Mayor Martin explained about a roundabout. A meeting has been set for the first of November with Congressman Black's office, Senator Paul Bailey's office and TDOT to discuss the crossroads. Mayor Martin talked about the new park started in Baxter. He also communicated that the fairgrounds is sending picnic tables for the Harvest Festival.

Jeanie Lee talked about the seminary and the festival. There will be over 80 vendors setting up that day and five hundred people will be arriving on the train. Mrs. Lee talked about the pavilion being built for the Visitor's Center. She communicated J Cumby Construction is donating \$6500.00 for the construction and several other people have donated \$1,000.00.

Mayor Martin recognized the city engineer Tom Bennett. Mr. Bennett communicated Baxter didn't get the block grant. Baxter received 116 points on our application, so Mr. Bennett talked about the sewer study needing to be done. Mr. Bennett recommended we need to focus on our sewer system and we will need to rehabilitate our sewer lines. He has given a proposal to Mayor Martin about doing the study. Mr. Bennett also said we have an opportunity for a grant again in February.

Alderman Jeff Herald made a motion, seconded by Alderman Willie Allison to give Mr. Bennett authorization to do the study.

Vote: Allison-yes, Stanton- yes, Herald- yes. Motion carried

Mayor Martin talked about the project recently handled by the street and water departments to replace the culvert on First Ave. He commended them for their work on it.

City Engineer Tom Bennett talked about the development of the crossroads. He said Baxter needs to generate an opinion about what improvements are necessary. Mr. Bennett also said this project for the sewer system will be a multiyear project.

A motion was made by Alderman Jeff Herald, seconded by Alderman Willie Allison to approve city engineer to do all that he needs to do on the sewer project.

Vote; Herald- yes, Stanton- yes, Allison- yes. Motion carried

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

A. Bills for Approval

Alderman Dustin Stanton made a motion, seconded by Alderman Jeff Herald to pay the bills

Vote: Allison- yes, Herald- yes, Stanton- yes. Motion Carried

B. Purchase Order Request

Street- England Erosion, Pope Striping, Rodger's Group, ConTech;
General- Potter's;

Police- Taser International;

Fire- EVS (2);

Water- Wascon, HD Supply, Nixon Power Services Co., United Utilities

Alderman Jeff Herald made a motion, seconded by Alderman Willie Allison to approve all purchase orders.

Vote: Allison- yes, Herald- yes, Stanton- yes. Motion carried

City Recorder Sharon Carlile communicated to the board that there are two additional purchase orders not on the agenda for water and fire.

A motion made by Alderman Willie Allison, seconded by Jeff Herald to approve the additional purchase orders.

Vote: Allison- yes, Herald- yes, Stanton-yes. Motion carried.

C. Leak Adjustment Approvals

Dorothy Petty-\$181.71; Debra Chaffin-\$66.40; Gail Swank- \$165.65; Nancy Prince-\$130.40; Nellie Brown- \$46.88; Ashley Loftis- \$132.77; Laundromat/ Steve Snyder-\$253.02; Timothy Burton- \$135.11; Connie Harris- \$227.18

Alderman Jeff Herald made a motion, seconded by Alderman Dustin Stanton to approve the leak adjustments.

Vote: Allison- yes, Herald-yes; Stanton- yes. Motion carried.

D. Insurance for the Harvest Festival:

Alderman Jeff Herald made a motion, seconded by Alderman Willie Allison to pay the insurance to Fields Insurance for the Harvest Festival.

Vote: Allison- yes, Herald-yes; Stanton- yes. Motion carried.

Old Business:

Mayor Martin asked if any department heads had anything to discuss. Street supervisor Ben Brewington thanked the water department for their help on replacing the culvert on First Ave. Alderman Dustin Stanton commented on what a great job they had done on the project.

Mayor Martin recognized Codes Director Bob Lane. Mr. Lane spoke about the problems in the city with sewer running out on the ground. He also spoke about the need for Baxter to have a grant writer.

A motion made by Alderman Jeff Herald, seconded by Alderman Dustin Stanton to approve Mr. Lane seeking a grant writer for the city.

Vote: Allison- yes, Stanton- yes, Herald- yes. Motion carried

New Business:

A. Ordinance 2016-10 Adopt 2012 Residential and Commercial Building Codes- First Reading

Motion made by Alderman Willie Allison, seconded by Alderman Jeff Herald to adopt the 2012 Residential and Commercial Building Codes.

Vote: Allison-yes, Stanton-yes, Herald-yes. Motion carried

B. Water Clerk Melanie Harris talked about Tennessee 811, "Call Before You Dig". She communicated that we currently don't participate in the program but in 2017 we will have to participate. Codes Director Bob Lane said it is a good program but suggested we wait until we have to participate. Mayor Martin told Ms. Harris to let the board know when we have to participate.

C. Mayor Martin discussed Lorie Buford and the wonderful job she has done. He also talked about retroacting her vacation and personal days back to when Mrs. Buford started full time which was March 2016.

A motion was made by Alderman Willie Allison, seconded by Alderman Jeff Herald to retroactive Mrs. Buford's vacation and personal days to March 2016.

Vote: Allison- yes, Herald- yes, Stanton- yes. Motion carried

D. Mayor Martin discussed his need for a city paid cell phone due to fees being added to his personal phone from using it for city business.

A motion was made by Alderman Jeff Herald, seconded by Alderman Willie Allison to approve a city paid cell phone for Mayor Martin.

Vote: Allison-yes, Stanton-yes, Herald-yes. Motion carried.

- E. Mayor John Martin discussed opening a separate checking account for the Fire Department for their grant money. Fire Chief Matt White commented it would be a good idea. City Recorder Sharon Carlile commented that the auditors approved of the idea for the Fire Department to have a separate account.

A motion was made by Alderman Jeff Herald and seconded by Alderman Dustin Stanton to open a checking account for the Fire Department with Mayor John Martin and City Recorder Sharon Carlile as the signers on the account.

Vote: Allison-yes; Stanton- yes, Herald-yes. Motion carried.

- F. Mayor Martin discussed the Sewell Building owned by the city. The building is not being utilized by the city. He suggested the building be declared surplus and sold at public auction on October 25th, 2016. Mayor Martin communicated the city would have a reserve on the building and a clause to keep the integrity of the building. The City will also retain the ceilings in the Sewell Building.

A motion was made by Alderman Jeff Herald, seconded by Alderman Willie Allison to declare the Sewell Building surplus.

Vote: Allison-yes, Stanton-yes, Herald- yes Motion carried

An additional motion was made by Alderman Jeff Herald, seconded by Alderman Willie Allison to sell the Sewell Building at public auction on October 25th, 2016 at 9 am with the stipulations that the city set a reserve, the integrity of the building be maintained and that the city will retain the ceilings in the building.

Vote: Allison- yes, Stanton- yes, Herald-yes Motion carried

- G. **Ordinance 2016-11** Rezoning property at 6332 Nashville Hwy from C2 to C1- **First Reading**

A motion was made by Alderman Jeff Herald, seconded by Alderman Dustin Stanton to pass the first reading of Ordinance 2016-11.

Vote: Allison- yes, Stanton- yes, Herald-yes. Motion carried

- H. **Ordinance 2016-12** Rezoning property at 6333 Nashville Hwy from C2 to C1- **First Reading**

A motion was made by Alderman Jeff Herald, seconded by Alderman Dustin Stanton to pass the first reading of Ordinance 2016-12.

Vote: Allison- yes, Stanton- yes, Herald-yes Motion carried

- I. Alderman Willie Allison spoke about changing the city's attorney from Attorney Henry Fincher to Attorney Shawn Frye.

A motion was made by Alderman Willie Allison, seconded by Alderman Dustin Stanton to change the city attorney from Mr. Fincher to Mr. Frye effective October 14th, 2016.

Vote: Allison-yes, Stanton-yes, Herald-yes. Motion carried

- J. Alderman Dustin Stanton asked about the extra firefighters for Saturdays and Sundays. Mayor Martin asked Fire Chief Matt White to elaborate on it. He said it would be nine hour shifts. He also said it would be \$11,637.00, which would cause them to go over the budget for the Fire Salaries. Alderman Willie Allison spoke about the need for firefighters in the city and needing to have coverage every day.

Alderman Willie Allison made a motion, seconded by Alderman Dustin Stanton to approve adding firefighters on these days and to amend the budget.

Vote: Allison-yes, Stanton-yes, Herald-yes. Motion carried

- K. Alderman Jeff Herald talked about removing the old sign at City Hall and placing a new one on top of the building. Alderman Willie Allison wants the design to be brought in front of the board before it is chosen. He also wants "In God We Trust" on the sign. Mayor Martin said it would be brought in front of the board before it is purchased.

Alderman Jeff Herald made a motion, seconded by Alderman Dustin Stanton to remove the old sign at the city and put a new one on top of the building.

Vote: Allison- yes, Herald- yes, Stanton- yes. Motion carried

- L. The board discussed the landscaping at City Hall. Alderman Dustin Stanton suggested using river rock instead of mulch. Codes Director Bob Lane agreed the river rock would be better than mulch to keep grass from growing in it.

A motion was made by Alderman Jeff Herald and seconded by Alderman Willie Allison to use river rock for the landscaping at City Hall. Mayor Martin asked that Alderman Dustin Stanton be in charge of the landscaping.

Vote: Allison-yes, Herald-yes, Stanton-yes. Motion carried

M. Mayor Martin discussed the funds in the water department. He communicated there is no need to borrow money if we can pay for items.

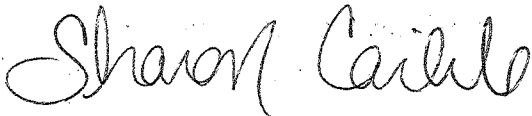
A motion was made by Alderman Jeff Herald and seconded by Alderman Willie Allison to let the water department start looking for equipment they need to purchase.

Vote: Allison- yes, Herald- yes, Stanton- yes. Motion carried

N. Citizen talked about their property at Rice Lane. They received a legal notice about their water being tied into other meters. It is illegal. Every residence has to have a tap. The owners inherited the property and was unaware of this being illegal. Codes Director Bob Lane explained to the citizens what they needed to do to fix the issue. Mr. Lane suggested to the board that payments be setup to help them correct the issue. The Alderman and Mayor Martin agreed since they were unaware of the problem. The citizens thanked the Board.

The Meeting adjourned at 7:17 pm.

Respectfully submitted,



Sharon Carlile, City Recorder



John Martin, Mayor