

**City of Baxter**  
**Regular Meeting Minutes**  
**Visitor's Center**  
**September 14, 2017**  
**6:00 p.m.**

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

Chief Danny Holmes opened the meeting at 6:00 p.m. Chief Holmes also led the Invocation and 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 Alderman Willie Allison, Alderman Dustin Stanton, Alderman Jeff Herald, Alderman Greg Phillips, and Mayor John Martin.

**4. Approval of Minutes**

Alderman Jeff Herald made a motion and Alderman Dustin Stanton made a second to the motion to accept the minutes of the regular meeting on August 3<sup>rd</sup>, 2017 and to dispense of the reading.

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

Alderman Dustin Stanton made a motion to accept the minutes of Special Called meeting on May 1<sup>st</sup>, 2017 and to dispense of the reading. Alderman Greg Phillips made a second.

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

Alderman Greg Phillips made a motion, seconded by Alderman Willie Allison to accept the minutes of the Beer Board Meetings on August 3<sup>rd</sup> and August 17<sup>th</sup>, 2017 and to dispense of the readings.

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

## **5. Comments and Grievances from Citizens**

Mayor Martin asked if any citizens had anything to say. No citizens had anything to discuss.

## **6. Communications From Mayor John Martin**

Mayor Martin discussed the decisions reached between Double Springs and Baxter regarding the Titan Development project at the crossroads. He conveyed Double Springs will provide water and Baxter will provide Sewer. Mr. Martin also thanked everyone involved in this project.

## **7. Reports From Committees, Members of the Board of Mayor and Aldermen, and Other Officers**

Chief Danny Holmes addressed the board about the fuel cards the City currently is using. He spoke about all the different fuel cards the City currently uses. He asked the board if the City could start using Wex Fuel Cards only.

Alderman Willie Allison made a motion for the City to use Wex Fuel cards as the only fuel card. Alderman Jeff Herald seconded the motion.

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

Water Superintendent John Ramsey spoke about Travis Matthews wanting to thank everyone for their thoughts and prayers. Melanie Harris discussed how much money the employees had contributed and the food for Travis and his family.

### **A. Bills for Approval**

Alderman Greg Phillips asked about the refund for Shelly Tucker. Water Clerk Melanie Harris explained it was a refund where she had paid for a water tap but there was already a meter so they had to refund the money. Alderman Willie Allison asked how long Travis Matthews would be out of work. Superintendent John Ramsey said at this time it is unknown.

Alderman Dustin Stanton made a motion to pay the bills. Alderman Willie Allison seconded the motion.

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

## **B. Purchase Orders**

A motion to approve all purchase orders including additional purchase orders added before the meeting made by Alderman Jeff Herald and seconded by Alderman Greg Phillips.

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

## **C. Leak Adjustment Approvals**

Alderman Greg Phillips expressed his opinion that the leak adjustment for the Corps of Engineers should be denied since it was caused by a contractor. He also felt the leak adjustment for the Housing Authority should be denied because it was on their side.

Alderman Greg Phillips made a motion to disallow the leak adjustments for the Corps of Engineers and the Housing Authority. Alderman Jeff Herald made a second to the motion.

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

Alderman Dustin Stanton made a motion, seconded by Alderman Greg Phillips to approve the remaining leak adjustments.

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

## **Old Business:**

### **A. Awarding Bid for Exhaust System**

Fire Chief Matt White asked to award the bid for the exhaust system to Magne Grip for \$31,309.00. He conveyed the match on the grant is 10%.

Alderman Jeff Herald made a motion with a second by Alderman Dustin Stanton to accept the bid of \$31,309.00.

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

**New Business:**

**A. Resolution 2017-4 “A Resolution To Annex Certain Territory And To Incorporate Same Within The Corporate Boundaries Of The Town Of Baxter, Tennessee”**

Alderman Greg Phillips made a motion to pass Resolution 2017-4 to annex Roberta Hawn’s property at 6197 Nashville Highway. Alderman Jeff Herald seconded the motion.

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

**B. Jeff Johnson-Hire Waste water collection**

Mayor Martin introduced Jeff Johnson. Mr. Johnson has been retained by the City for three months until Water Superintendent John Ramsey gets his second certification.

Alderman Dustin Stanton made a motion to hire Jeff Johnson for three months in the water department. Alderman Jeff Herald made a second to the motion.

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

**C. Resolution 2017-5 “A Resolution Adopting A Plan Of Service For The Annexation Of Approximately 1.09 Acres Of Property, Owned By Roberta Hawn Located At The Corporate Boundary Of The City Of Baxter, Tennessee. (Annexation Area 3) Annexation Will Include The State Right Of Way Located Directly In Front Of The Property”**

Alderman Willie Allison made a motion to pass Resolution 2017-5 and adopt the plan of services for the property at 6197 Nashville Highway. Alderman Greg Phillips made a second to the motion.

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

**D. Donations to nonprofits FY 17-18- Putnam County Animal Shelter, Putnam County Imagination Library, Veterans Honor Guard**

Mayor Martin informed the board the donations were already approved in the budget for FY 17-18 but a motion was needed to pay them.

Alderman Jeff Herald made a motion and Alderman Greg Phillips seconded the motion.

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

## **E. Sewer Only Customers**

No discussion on this issue

## **F. New Fire and Police Employees**

Fire Chief Matt White asked the board to hire Joey Smith as a part time Firefighter

Alderman Jeff Herald made a motion to hire Joey Smith as a part time Firefighter. Alderman Dustin Stanton made a second to the motion.

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

Chief Danny Holmes discussed his new employee Brian Maxwell. He will be sworn in at the next council meeting.

Alderman Dustin Stanton made a motion with a second by Alderman Willie Allison to hire Brian Maxwell for the Baxter Police Department.

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

## **G. Letter of Credit for Upper Cumberland Electric**

City Recorder Sharon Carlile explained to the board that Upper Cumberland Electric Membership is requiring the City to obtain a bond rating, a letter of credit or make a cash deposit. Bank of Putnam County is able to do the letter of credit but requires it to be done like a capital outlay note. Ms. Carlile spoke with the Office of State and Local Finance and Baxter's advisor Lori Barnard did not feel this was the correct way to do the letter of credit. Putnam First Mercantile Bank offered to do the letter of credit without any collateral and without doing a capital outlay note.

A motion was made by Alderman Willie Allison with a second by Alderman Dustin Stanton to approve applying at Putnam First Mercantile for the letter of credit needed by the City.

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

## **H. Declaring Old Fire Truck Surplus**

Alderman Dustin Stanton made a motion to declare the old City of Baxter fire truck as surplus. Alderman Jeff Herald seconded the motion.

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

**I. Ordinance 2017-3 “An Ordinance To Amend The Official Zoning Map Of The Town Of Baxter, Tennessee By Changing The Zoning Classification Of The Properties Described As Map 037, Control Map 037, Parcel 70.00 From R-1, Low Density Residential District To C-1, Central Commercial District”**

Alderman Jeff Herald made a motion to approve Ordinance 2017-3 to rezone the property at 6197 Nashville Highway from R1 to C1. A second was made by Jeff Herald.

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

Mayor Martin discussed asking for bids on building a new street building. The City garage has been declared surplus and Mayor Martin felt the city should get bids to know the approximate cost for a new building.

Motion Jeff Herald made a motion with a second by Dustin Stanton to get bids for the construction of a new street building.

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

**J. Double Springs Settlement**

Mayor Martin discussed the settlement that has been reached between the City of Baxter and Double Springs Utility regarding the Titan Development. He conveyed that Double Springs has agreed to relinquish territorial rights for the customers that the City of Baxter is already servicing. Double Springs has also agreed to supply water for the Titan Development.

Motion to accept the Double Springs settlement made by Alderman Willie Allison with a second by Alderman Jeff Herald.

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

Codes Inspector Bob Lane discussed Baxter having five more footers dug lately. He asked the board about Love's having an RV dump. He feels that needs to be investigated. Mr. Lane felt there should be a fee assessed each month for this dumping. Alderman Greg Phillips mentioned this has just been added at Love's. Codes Inspector Bob Lane felt that an additional monthly sewer fee should be charged to Love's for this additional service and tap. He suggested an RV fee each month.

Alderman Greg Phillips made a motion to access a fee for the RV dumping at Loves'. Alderman Dustin Stanton seconded the motion.

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

City Engineer Tom Bennett addressed the board about the Elmore Town Road Bridge project. The state has allocated 65,000.00 to the bridge this year. He said currently Baxter has \$143,012.00 in the account for the bridge. He personally feels that is not enough money to do this project. He advised the City has many options. The City can wait or they can ask for additional funds to be dedicated to this project from the State. Another option is to appeal to the state to allow the City to perform the repair. This option is not a normal scenario and it will be hard to get a state approval. Alderman Willie Allison asked Mr. Bennett what Putnam County was planning to do about this bridge. Mayor Martin conveyed that part of the money went to Poplar Grove Bridge. Putnam County has approximately 50 to 70 houses on this road compared to Baxter's 2 houses on this road. Mr. Martin feels the county should step up to help with this bridge. Mayor Martin is trying to get on the agenda for the upcoming Putnam County Commission Meeting.

Mrs. Jeanie Lee discussed the new Visitor Guide that features Baxter in it. The train coming to the Harvest Festival is sold out. She also spoke about the Fishing University Show coming to Upperman High School

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

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

Meeting Adjourned at 7: 09 p.m.

Respectfully submitted,

Sharon Carlile, City Recorder

John Martin, Mayor

