

Board of Mayor and Aldermen Meeting
Friday, June 28, 2013
Conference Room, City Hall

- (1) **Call to Order:** The Board of Mayor and Aldermen met in a special called session on Friday, June 28, 2013; in the conference room on the second floor of City Hall at 11:00 a.m. Mayor John Holden presided. The meeting opened with prayer by Alderman Terry Glover. Mayor Holden noted all were present.
- (2) **Approval of Minutes:** Minutes of the June 17, 2013 meeting were approved on a motion by Alderman Bart Williams, followed by a second from Robert Taylor, Jr. The motion passed approving the minutes.
- (3) **Unfinished Business:**

Mayor John Holden addressed some unfinished business, which included an update of how many employees are currently employed by the city and an update from the city codes department, both asked at the city's finance committee meeting on Wednesday, June 26. Holden reported that the city currently has 305 employees, down from 381 in 2006.

No one has been laid off, but as openings become available through normal attrition and retirements, each position is looked at to determine if it needs to be filled. This process has reduced the city workforce by 20% or 76 positions.

Code violations

Holden also distributed a report written by Codes Official Thomas Mullins in conjunction with Penny Damesworth. As per the report, the city has received the following complaints in the last six months:

- * 90 certified violation notices pertaining to trash and debris
- * 8 city court citations
- * 5 substandard housing inspections
- * 19 condemnations
- * 18 demolished structures
- * 15 structures in various stages of condemnation process
- * 261 mowing violations
- * 11 sanitation violations

Holden encouraged residents to call 311 whenever they see a violation of that nature so that it could be routed to the appropriate department. Alderman Kevin Chaney asked what the turnaround time was if a complaint has to go the way of the substandard housing committee. Holden deferred to Mullins, who responded that a form must be filled out, which gives the city permission to go onto the property. Once the city inspects, all violations, if any, are put in writing and sent to the owner who then has 30 days to correct the violations. Mullins noted that most violations are not condemnable violations. If an owner does not address the violations within 30 days the utilities are held so that it must be addressed before the next tenant or owner enters the property.

"That's our safeguard to make sure the corrections are made," said Mullins.

(4) New Business:

a. Bids – Greg Williams, Purchasing Agent

Mr. Williams noted that the following bid recommendations are based upon contingency approval of the 2013-14 City Budget following in the meeting agenda.

1. Department: Water Distribution
Item: Open Purchase Order
Purpose: Water Meters & Meter Parts
Budgeted: Yes – FY 13-14
Notification: None – Sole Distributor for Standardized Meter (Badger)
Bids: United Utilities

Mr. Williams recommended awarding the payment to United Utilities, Hampstead, NC, at \$30,000.00. A motion to approve the recommendation as presented before the Board was made by Alderman Kevin Chaney, with a second by Alderman Terry Glover. The motion passed by full Board approval.

2. Department: Street
Item: 315 tons of Coldmix
Purpose: Asphalt / Pothole Repair – FY 13-14
Budgeted: Yes
Notification – None – Sole Source of Supply Locally

Mr. Williams recommended awarding the payment to Ford Asphalt, Dyersburg, at \$30,000.00. A motion to approve the recommendation as presented before the Board was made by Alderman Bob Kirk, with a second by Alderwoman Jewell Horner. The motion passed by full Board approval.

3. Department: Street Department
Item: Hwy Salt
Purpose: Deicing Streets – FY 13-14
Budgeted: Yes
Notification – None - State Contract

Mr. Williams recommended awarding the payment to North American Salt, Overland Park, KS, at \$20,000.00. A motion to approve the recommendation as presented before the Board was made by Alderman Dennis Moody, with a second by Alderwoman Joan Wyatt. The motion passed by full Board approval.

4. Department: E.O.C.
Item: Open Purchase Order – FY 13-14
Purpose: Repairs, equipment transfers, and new installations for all city departments
Budgeted: Yes
Notification – None – Only local certified repair facility for Motorola

Mr. Williams recommended awarding the payment to West TN Communications, Dyersburg, at \$20,000.00. A motion to approve the recommendation as presented before the Board was made by Alderman Bob Kirk, with a second by Alderman Dennis Moody. The motion passed by full Board approval.

5. Department: E.O.C.
Item: Code Red Notification Service – FY 13-14
Purpose: Mass citizen notifications
Budgeted: Yes
Notification – None – Sole Source

Mr. Williams recommended awarding the payment to Emergency Communications Network, Ormond Beach, FL, at \$12,500.00. A motion to approve the recommendation as presented before the Board was made by Alderman Kevin Chaney, with a second by Alderman Terry Glover. The motion passed by full Board approval.

6. Department: Police Department
Item: Open Purchase Order – FY 13-14
Purpose: Patrol Uniforms
Budgeted: Yes
Notification: None – Distributor for Standardized Departmental Uniform

Mr. Williams recommended awarding the payment to CMS Uniforms, Memphis, at \$20,000.00.

A motion to approve the recommendation as presented before the Board was made by Alderman Bob Kirk, with a second by Alderman Dennis Moody. The motion passed by full Board approval.

b. Amended 2012-2013 Budgets.

Mr. Steve Anderson presented a request to approve amendments to the Community Development Fund, and the Insurance Reserve fund for 2012-13, as recommended by the Finance Committee. A motion to approve the recommendation as presented before the Board was made by Alderman Kevin Chaney, with a second by Alderman Bob Kirk. The motion passed by full Board approval.

c. Bad Debt Write-Offs.

Mayor Holden presented the request made by the City Treasurer and the City Auditors for the Committee to approve the 2012 Bad Debt Write Off (Utility: Gas, Water, and Sewer). He noted delinquent, cut-off, and deposits applied for by the end of 2012. The list will be turned over to a collection agency. Due to the deposit policy change approved by the Alderman Board several years ago, the bad debt rate has been reduced by two thirds from approximately \$150,000.00 last year to \$52,208.41 for 2012. Included is all bad debt accounts associated with DSCUD and Northwest water districts. Mayor Holden entertained a motion to approve the recommendation as presented before the Board. The motion was made by Alderman Dennis Moody, with a second by Alderman Robert Taylor Jr. The motion passed by full Board approval.

d. Resolution – A Resolution In Support Of The Marketplace Fairness Act (S336 and HR684).

Mayor Holden explained the purpose of the City's support of the Resolution as Endorsed and approved by the Legislature of the State of Tennessee, The National league of Cities, and the U.S. Chamber of Commerce. Mayor Holden entertained a motion to approve the resolution as presented before the Board. A motion to approve the resolution as presented was made by Alderman Bob Kirk, with a second by Alderman Bart Williams. The motion passed, with Alderwoman Jewell Horner voting no.

e. Resolution – A Resolution Opposing A Reduction Or Elimination Of The Tax Exemption On Municipal Bond Interest.

Mayor Holden presented the Resolution as endorsed and recommended by the Tennessee Municipal League for all Tennessee municipalities, and called for a motion for approval. A motion to approve the recommendation as presented before the Board was made by Alderman Bob Kirk, with a second by Alderman Kevin Chaney. The motion passed by full Board approval.

f. Airport Committee Meeting minutes – June 19, 2013 – Chairman Dennis Moody.

Chairman Moody presented the following minutes before the Board:

The Airport Committee met Wednesday, June 19, 2013 at 10:00 a.m. in the Conference Room of the Dyersburg Municipal Regional Airport.

Members Present Included: Mayor John Holden, Alderman and Chairman Dennis Moody, Alderwoman Joan Wyatt, Alderman Bob Kirk.

Other Alderman/Alderwomen Present: Terry Glover

Staff Present: Greg Williams, City Purchasing Agent, Tommy Gibbons, Airport Director, and Steve Anderson, City Treasurer,

Others Present: Tanya Sierra, State Gazette, Art McDonald, Jr., and Art McDonald III, David Murray, Sysco Food Service.

Alderman Dennis Moody opened the meeting with prayer. Afterwards, the Committee heard discussion of the status of potential restaurant operations. Greg Williams stated that two bid proposal applications were requested by only two potential restaurant operators. Only one proposal was submitted. The McDonald family submitted on behalf of their former business name, Catfish Corner. According to the bid specifications, the McDonalds agreed to pay \$500 a month in rent, while obligating to \$5,000 in restaurant improvements at the Airport location. The McDonald's proposal stated a buffet style service would provide home cooking. Their initial hours of operation would be from Wednesday through Saturday from 5 to 9 p.m. and Sunday from 11 a.m. to 4 p.m. The restaurant would be closed on Mondays and Tuesdays. Mr. Art McDonald, III stated that as business progressed the hours of operation would be expanded. The Committee also discussed the terms of the longevity of the lease. The City's proposal asked for a five year lease, but after much discussion Mayor John Holden moved that the Committee accept the McDonalds' proposal. He further motioned that the City agree to an initial two-year lease with the option to renew a year at a time. Alderman Bob Kirk seconded the motion, which was unanimously approved by the Committee. The Committee will recommend the motion to the full Mayor and Alderman Board.

Alderman Moody motioned for the Board to accept the restaurant proposal, as recommended by the Airport Committee. The motion was seconded by Alderwoman Joan Wyatt, and approved by the full Board.

Following the approval of the motion, Alderman Moody continued with the reading of the Airport Committee minutes:

The Committee received an update on the Airport runway repaving project.

Greg Williams and Airport Director Tommy Gibbons commented on the following:

- The project will be administered in four phases and will limit airport operations to daytime only for most of the project.
- Project cost is \$3.5 million and funded through the Tennessee Department of Transportation's Aeronautics Division, with the City matching cost of five percent of the total.
- The crosswind runway will be available as the primary runway is being resurfaced, but because the crosswind runway lacks proper lighting it can only be used during daylight hours.

- Upon completion of the primary runway phase, the crosswind runway will be shut down, while the intersecting point of the crosswind and primary runways is repaired.
 - At the same timeframe the western section of the primary runway will open approximately 3,700 feet. And, because of the shortened length, the primary runway will only be available during daylight hours.
 - Finally, as the surface is paved in the last two to five days of the project both runways would be closed.
 - Corporate jets need more than 3,700 feet of runway but that the Airport should not be impacted much by restricting operations to daylight only.
 - The crosswind will stay open as long as possible.
 - The state and federal governments no longer renovate crosswind runways
 - Potential funding for a T-hangar on the crosswind runway may be available from the Tennessee Aeronautics Division after this project is completed.
- With no further business presented the meeting adjourned at 10:40 a.m.

g. Finance Committee Meeting minutes – June 26, 2013 – Chairman Kevin Chaney.

Chairman Chaney presented the following minutes before the Board:

The Finance Committee met Wednesday, June 26, 2013 at 9:00 a.m. in the Dyersburg City Hall Conference room.

Committee Members Present: Mayor John Holden, Chairman Kevin Chaney, Alderman Bob Kirk, and Alderwoman Jewell Horner.

City Staff and Others Present: Terry Glover, and Robert Taylor, Jr., Alderman, Steve Anderson, City Treasurer, Carmen Cupples, IT Director, Tanya Sierra, State Gazette Reporter.

Chairman Kevin Chaney opened the meeting for the purpose of discussing the Dyersburg City 2012 Bad Debt Write Off, Amended Budgets for 2012-13, and approval of the new 2013-14 Budget.

Mr. Steve Anderson presented the request for the Committee to approve the 2012 Bad Debt Write Off (Utility: Gas, Water, and Sewer). He noted delinquent, cut-off, and deposits applied for by the end of 2012. The list will be turned over to a collection agency. Due to the deposit policy change approved by the Alderman Board several years ago, the bad debt rate has been reduced by two thirds from approximately \$150,000.00 last year to approximately \$50,000.00 for 2012. Included is all bad debt accounts associated with DSCUD and Northwest water districts. At the conclusion of discussion, Chairman Kevin Chaney called for a motion to approve the bad debts write off recommendation as presented. Alderman Bob Kirk motion to approve followed by a second from Alderwoman Jewell Horner. The motioned passed unanimously by the Committee.

Next, Mr. Anderson presented a request to approve amendments to the Community Development Fund, and the Insurance Reserve fund for 2012-13. After some discussion, Chairman Kevin Chaney called for a motion to approve the request for amendments at the request of the City Treasurer and the City Auditors. Alderman Bob Kirk motioned to approve the request followed

by a second from Alderwoman Jewell Horner. The motioned passed unanimously by the Committee.

In final presentation Mr. Anderson presented before the Committee the final proposed budget for 2013-14. Major items for consideration included:

- All funds are balanced
- Salary raise proposal for all employees, and
- Analysis of Expenditures and recommended Capital Outlays
- The budget has no increases in the tax rate from 2012-13.

After the Committee discussed various aspects of the proposed budget, Chairman Chaney called for a motion to approve the budget as presented with all inclusions as discussed. Alderman Bob Kirk motioned to approve the budget, with a second by Mayor John Holden. The motioned passed, with Alderwoman Jewell Horner abstaining.

It was noted in the reading of the minutes that all Finance Committee motions approved will be recommended at the June 28, 2013 special called Alderman Board meeting.

Additional Note: Board members were provided individual copies of the 2013-14 Budget prior to the date of this Board meeting.

h. Ordinance of the City of Dyersburg, Tennessee, Adopting a Budget for the Fiscal Year July 1, 2013 through June 30, 2014 – Ordinance BB627.

Alderman Kevin Chaney made a motion to approve the 2013-2014 City Budget as recommended by the Finance Committee. A second to the motion was offered by Alderman Bart Williams. Mayor Holden called for the vote, and the Board approved the Budget, with Alderwoman Jewell Horner voting against the motion.

ORDINANCE BB627

AN ORDINANCE OF THE CITY OF DYERSBURG, TENNESSEE, ADOPTING A BUDGET FOR THE FISCAL YEAR JULY 1, 2013 THROUGH JUNE 30, 2014

BE IT ORDAINED BY THE CITY OF DYERSBURG, TENNESSEE AS FOLLOWS:

A budget consisting of Available Funds and Approved Appropriations be adopted for the Fiscal Year July 1, 2013 through June 30, 2014.

No appropriation may be exceeded without appropriate ordinance action to amend budget.

A detailed line-item financial plan shall be prepared in support of the budget.

All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balance.

The appropriations of this budget shall become the appropriations for the next fiscal year until the budget for the next year has been adopted.

There is hereby levied a property tax rate of \$2.14 per \$100 of assessed valuation for the purpose of funding General Fund services.

The Board of Mayor and Aldermen May appropriate funds for the financial aid of certain governmental entities and nonprofit organizations pursuant to the authority granted by section 6-54-111 of the *Tennessee Code Annotated* and in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities*. Resolutions authorizing appropriations to each of these organizations are attached as part of the budget document.

The adoption of this budget shall include the 2013-2014 Schedule of Fees on file at City Hall.

This ordinance shall take effect July 1, 2013, the public welfare requiring it.

Report from Alderman and Alderwomen:

* Kirk, Chaney, Glover, Taylor, Moody all expressed their appreciation for the hard work that went into the budget year. Chaney added that he had heard a lot of appreciative comments from many city employees who were grateful that insurance costs remain the same and that the city was able to give them a raise.

* Horner and Wyatt did not have anything to report.

Report from the Mayor: No report.

The meeting adjourned at 11:55 a.m.

John Holden, Mayor

Robert C. Jones, City Recorder