

## **MINUTES**

### **CITY COUNCIL MEETING**

**February 24, 2009**

**PRESENT:**       **Charles Rollins**  
                  **Dean Lay**  
                  **Lexie Orr**  
                  **Bud Knott**  
                  **Marilyn Nixon**

**The regular monthly meeting of the Monteagle City Council was called to order at 6:00 PM by Mayor Charles Rollins.**

**Following the prayer and pledge of allegiance the Minutes of the regular monthly meeting of January 27, 2009 were approved as presented on a motion by Ald. Lay which was seconded by Ald. Orr and carried 5/0.**

#### **REPORTS OF COMMITTEES AND OFFICERS**

##### **1. POLICE DEPARTMENT – Copy attached**

**Dean Lay and Virgil McNeece met with Motorola about a system that will track the police vehicles. Chief McNeece will report back on this when he has more information. Wanda McDaniels presented job descriptions for the E911 dispatchers and for the E911 Director and asked that they be approved. Ald. Lay made a motion to approve these job descriptions. Ald. Orr seconded the motion and it passed 5/0. Ald. Lay and Wanda McDaniels met with Jerry Don Case, the Marion County E911 Director, and discussed a screen that would allow our dispatchers to use the maps for Marion County calls. Right now, calls from Marion County go to Jasper and are routed to us, so we have no maps. The screen is about \$1400.00 and there is a monthly maintenance fee. Ald. Lay also discussed training 911 dispatchers to handle emergency calls until an ambulance or the police arrive on scene. Ald. Nixon made a motion to accept the E911 as a separate department for the Town of Monteagle and to appoint Wanda McDaniel as the director. Ald. Orr seconded the motion which passed**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Two**

**5/0. Ald. Lay asked Wanda to look into the training for 911 dispatchers and bring the information to the council at the March meeting.**

**2. FIRE DEPARTMENT – Copy attached**

**There was a discussion on training. The chief said that most of their training is “hands on” training. There was a question as to whether this type of training would be accepted by ISO. The council recommended that the fire department get in touch with Ray Crouch of MTAS and talk to him about what training is acceptable. Ald. Lay also mentioned that the council needs to adopt an official map for Marion County. The county 911 said they could overlay our city map on the county map if we will come up with the official Monteagle map. They could map the fire hydrants also.**

**At this time the mayor announced that the hearing for requests of water adjustments would not be held tonight. Instead those customers seeking adjustments should come to the meeting on March 9<sup>th</sup> at 9:00 am. Ald. Lay made a motion that anyone seeking an adjustment could pay their 3-month average bill until the adjustment hearing. Ald. Orr seconded the motion and it passed 5/0.**

**3. PLANNING COMMISSION – Copy attached**

**Ald. Lay reported that he had attended the Planning Commission meeting on behalf of Judy Davenport. Part of her property is in the city limits and part of it is out. She would like the city to show her exactly where the city limits line is on her property. This will probably have to be done by a surveyor. The city recorder said she thought there was a legal description of the original city boundaries in the charter. Ald. Lay made a motion to adopt the city map done by the Local Planning Office as the official city map. Ald. Orr seconded the motion and it carried 5/0. Ald. Nixon asked about the landscape ordinance. She asked if this could be made available to the public. Ald. Lay made a motion to make the proposed landscape ordinance available to the public by leaving a**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Three**

**copy at city hall and another one at the Monteagle Library. Ald. Orr seconded the motion and it passed 5/0.**

- 4. MAYOR – The mayor reported that he has talked to Donna Jo Parker about changing the name of the Annex building, but she has not gotten back to him about it.**
- 5. ALDERMEN – Ald. Nixon said she has talked to Bill Lynch about the web site. He said he is revising his proposal to include maintenance. He said he was not aware that we wanted to include maintenance. There was a discussion on the two proposed changes to the Personnel Policy that were recommended by the city attorney. Ald. made a motion to amend the Personnel Policy, Ordinance 08-24, to include the changes recommended by the city attorney. Ald. Orr seconded the motion and it carried 5/0. The second reading will be next month.**
- 6. CITY RECORDER – The city recorder gave each council member a copy of an evaluation form to look at and comment on at the next meeting. If they approve it, we can start doing employee evaluations with it. The city recorder also reported that the janitor has said he can no longer do the windows in the city hall for the same monthly fee he has been charging for the past five years.**

**OLD BUSINESS**

- 1. ORDINANCE 09-25 – SECOND READING – This ordinance requires the use of grease traps. Ald. Orr made a motion to approve ordinance 09-25 on second reading. Ald. Lay seconded the motion which passed 5/0.**
- 2. MOUNTAIN GOAT TRAIL – A representative of the Mountain Goat Trail Alliance was present to ask the council to write a letter of support to TDOT requesting a no-fee right-of-way across state property. Ald. Orr made a motion to authorize the mayor to sign a letter of support after having the city attorney review and approve it. Ald. Lay seconded the motion and it carried 5/0.**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Four**

- 3. HAILEY ENGINEERING – Kevin Gilliam and Anthony Pelham have met with TDEC. We need to have a biological survey done of Trussell Creek as part of the Trussell Creek Restoration plan. We are working on the Corrective Action Plan for the CMOM. They are going through the items in the Agreed Order to get us in compliance. Ald. Lay asked if we are in compliance at this time and Mr. Pelham said that we are not. Mr. Pelham announced that there will be a bid opening on March 5<sup>th</sup> at 2:00 pm on the TV work and the sludge de-watering boxes. There was a discussion on the camera work on the Marion County side. Ald. Orr noted that we have paid for camera work twice over the past 10 years or so and the tapes from that work are of no benefit to us. He would like to make sure that whatever work we do now that we have something we can use. The mayor asked about the flow meters that were discussed last meeting. Mr. Gilliam said he has ordered one meter that should be here tomorrow. Mr. Pelham also reported that a small issue has come up with the SRF 201 filing. The filing is different than the current plan so we will have to amend the 201 plan. Ald. Lay asked if we can expect the loan to be in front of the SRF committee at the March meeting. Mr. Pelham said we are looking for that to happen.**
- 4. AMENDMENT TO HAILEY’S CONTRACT – It was noted that this amendment covers additional work that Hailey is already doing for us. Ald. Orr made a motion to authorize the mayor to sign the amendment of January 19, 2009. Ald. Nixon seconded the motion and it passed 5/0 on roll call.**
- 5. EMPLOYEES – The mayor asked Mr. Gilliam if he had advertised for part-time help yet. Mr. Gilliam said he was not sure what the duties of the employees would be. There was a lengthy discussion on the job duties and which employees are doing what jobs. Ald. Lay made a motion to authorize Carl Cantrell to work with Kevin Gilliam to prepare an ad for a part-time employee for Streets and one for Utilities and to make recommendations on hiring at the March 9<sup>th</sup> meeting and to authorize Carl to delay any work he needs to until the positions are filled. Ald. Knott seconded the motion and it passed 5/0. There was also a discussion on getting trustees from Marion County to help with some of the work.**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Five**

**NEW BUSINESS**

- 1. REMOTE READER SYSTEM – The mayor reported that someone from the city has asked the local banks for bids on funding this system. The city recorder reported that she had made the calls at the request of the Utility Manager who was responding to a request from the council to get possible costs on funding the remote readers. She said she had not asked anyone to bid on this. She explained that the city was not even sure they would do this project and they just wanted some idea of what the interest and monthly payments would be. We have received letters from Citizens Tri-County and Citizens State Bank saying they would not participate except with sealed bids. Mountain Valley Bank presented estimated costs based on various years payback.**

**At this time Mayor Rollins said he had a sick grandchild and would have to leave. He turned the meeting over to Vice-Mayor Dean Lay.**

**The council asked the city recorder to write the banks a letter concerning the remote reader system and invite them to a council meeting if they have any complaints.**

**Ald. Lay said he felt the council needs to meet more often. He suggested that we have workshops the week before the two monthly meetings. The council members agreed that this was needed and Ald. Orr made a motion to have the workshops on the first and third Tuesday of each month at 10:00 am, except when there are five Tuesdays in a month, and then to have workshops on the first and fourth Tuesdays at 10:00 am. Ald. Knott seconded the motion and it passed 4/0.**

- 2. BUSINESS LICENSE APPLICATIONS – There were three applications for a business license: A) Ruby Walker for the Depot on Main Street B) Brenda Burrill for Brenda’s Boutique in Carter Underhill’s building on Main Street and C) Roxanne Thomas for Mountain Auto Sales on Highway 41. Ald. Knott made a motion to approve the application of Ruby Walker. Ald. Nixon**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Six**

**seconded the motion and it passed 4/0. Ald. Nixon made a motion to approve Ms. Burrill's application. Ald. Knott seconded the motion and it passed 4/0. Ald. Knott made a motion to approve Roxanne Thomas' application. Ald. Orr seconded the motion and it carried 4/0.**

- 3. 2009 AUDIT – This was deferred until the March 9<sup>th</sup> meeting.**
- 4. LARRY LAYNE – (FUEL FROM WATER) – Mr. Layne gave a presentation on a piece of equipment that would boost the gas mileage in the city vehicles. Ald. Nixon suggested they discuss this in a workshop.**
- 5. DORIS TATE TREVINO – Ms. Trevino was at the meeting to discuss the National Historic Trail . She invited the council members to a workshop about the Trail of Tears on March 21<sup>st</sup> starting at 10:00 am. She asked the city if there was a room they could use. Ald. Orr made a motion to have the city recorder to check on the availability of the conference room at the Annex building and, if available, allow this group to use it for their workshop. Ald. Knott seconded the motion which passed 4/0. Ald. Lay mentioned that there were some things at the Community Center that need repair. Ald. Orr volunteered to inspect the building and write a report on it for the workshop on March 24<sup>th</sup>.**

**PUBLIC UTILITY BOARD**

- 1. MANAGER'S REPORT – The Utility Manager gave the city council several items including a water and sewer Adjustment Policy, Utility System Model, email from David Bible, and a report on the jumper found on the Grundy Housing Authority's meter. Mr. Gilliam asked the council to review these items and discuss them at the next workshop. It was asked that Mr. Gilliam's letter to Grundy Housing be made a part of the record of this meeting. Mr. Gilliam was asked to contact Bill Killian about the Arcadis bill. Mr. Gilliam asked the council to authorize the expenditure of \$660.00 to allow utility employees to attend the cram session offered by TAUD before they take license tests. Ald. Nixon made a motion to approve \$660.00 for three employees to attend the cram**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Seven**

**session. Ald. Orr seconded the motion and it passed 4/0 on roll call vote. Mr. Gilliam asked the council to approve a bid proposal on interceptor line work. He said he had three proposals from: Underground Construction, LTS Construction, and Pipe Works Plus. The low bidder was LTS at \$84,913.00 plus \$12,736.95 contingency for a total of \$97,649.95. Ald. Lay asked if we agreed that we are going to do pipe bursting as opposed to the low-pressure system if we do this work. Mr. Gilliam said this work will have to be done either way. Ald. Orr made a motion to authorize Kevin Gilliam to enter into a contract with LTS as stated and that videos be made available to TDEC. Ald. Nixon seconded the motion and it carried 4/0 on roll call. Mr. Gilliam asked the council to authorize purchasing the flow monitoring equipment which would cost \$22,708.00, with additional training a maximum of \$25,000.00. Ald. Orr made a motion to authorize Kevin Gilliam to purchase the flow monitoring system at a cost not to exceed \$25,000.00 and to check with TDEC and to come back to the council if they express any concern. Ald. Knott seconded the motion and it passed 4/0 on roll call. Ald. Lay asked Mr. Gilliam to check with TDEC to see if they will accept the information from the flow monitoring if we are doing the work ourselves rather than having it done professionally. We also need to check with TDEC to see if they will give us credit for reducing the I & I from viewing the videos.**

**CITIZENS HEARING**

**Michael Gautier brought money to the city recorder to deposit from the ball game they had and told the council that he had been informed by the chief tonight that he is no longer assistant chief. Ald. Lay said he thought there were some issues on training. He said the council has asked the fire department to work with MTAS and ISO to see what training is acceptable. He also mentioned that there needs to be a manual for Standard Operating Procedures.**

**Mary Jane Flowers asked about the web site. She was told this would be discussed at another meeting.**

**MINUTES  
CITY COUNCIL MEETING  
February 24, 2009  
Page Eight**

**There was a discussion on when the moratorium might be lifted and Ald. Lay said it was probably going to be about two years, but there was no way to say for certain. There was also a question about the legality of moving CVS's sewer service to their new location and refusing service to whoever moves into their old building. The council asked Kevin Gilliam to check into this.**

**There being no further business the meeting adjourned at 9:33 PM.**

**Respectfully submitted,**

  
\_\_\_\_\_  
**Joy Sturtevant, City Recorder**