

## Town of Alexandria

### Minutes for Meeting January 28, 2020

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on January 28, 2020 at 7:00 P.M. The meeting was held in the conference room of Alexandria City Hall – DeKalb County, Tennessee.

The council members in attendance were: Lloyd Dyer, Lynne Dickerson, Charlie Fraser and Bridgette Rogers. Quorum established.

Attorney Vester Parsley and Mayor Bennett Armstrong were also present. The meeting commenced with a prayer from Attorney Parsley and the pledge of allegiance.

The meeting began with Mayor Armstrong requesting the minutes from the October 29, 2019 and November 26, 2019 meeting be reviewed. Alderman Bridgette Rogers made a motion to accept the minutes for the October 29, 2019 and November 26, 2019 as presented. Motion seconded by Alderman Charlie Fraser. Motion passed unopposed.

Mayor Armstrong opened the floor for comments from the citizens.

Mr. Mark Wills addressed the board concerning a non-payment penalty. Discussion was held concerning the customers prior payment history. Alderman Lloyd Dyer made a motion to remove the fifty (\$50.00) dollar non-payment fee from the account. Alderman Lynne Dickerson seconded the motion. Motion passed unopposed.

There was discussion concerning volunteers to look into the maintenance of the Town Cemetery.

Mr. Christopher Combs addressed the board concerning leasing the property between the dump and the sewer plant as pasture land. Attorney Vester Parsley, Mr. Rich Potter, and Mayor Armstrong will look into the matter.

#### DEPARTMENT MONTHLY REPORTS

Sewer & Water report presented by Mr. Rich Potter. The sewer plant had a surprise inspection by the State of Tennessee Department of Environment and Conservation. The inspection went very well. Mr. Potter advised the board that they need to look into a generator for the water pump in case of power loss. Mr. Potter will look into the cost of a generator that would power the pump station. Motion was made by Alderman Dyer to accept the Sewer and Water Report. Alderman Fraser seconded the motion. Motion passed unopposed.

Police report was presented by Chief Chris Russell; see attachment A. Motion was made by Alderman Fraser to accept the Police report. Alderman Dickerson seconded the motion. Motion passed unopposed.

Fire report – no one in attendance.

Streets report was presented by Alderman Dickerson; see attachment B. Total spent was two hundred and seventy-three dollars and twenty-eight cents (\$273.28).

Alderman Fraser made a motion to accept the report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

Financial report was presented by Mrs. Elizabeth Tetlow, CMFO. Mrs. Tetlow went over the Water and Sewer Fund and General Government Budget see attachment C. Alderman Rogers asked about the Rate Study and the plan for Rate increases for July. The Rate Study is being performed by John Hall, TAU he has advised us to continue to run with the current plan until the rate study is complete. Alderman Fraser made a motion to accept the financial report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

Mrs. Tetlow requested permission to pursue collections on past due water accounts before writing them off as bad debt. Alderman Fraser made a motion to pursue collections on water and sewer bad debts. Alderman Rogers seconded the motion. Motion passed unopposed.

Engineer Report was presented by Jerry Warren, Town Engineer. Mr. Warren went over the current status of SRF funding for the Sewer Planning and Auto Read Meter. The CDBG application had incorrect information in the original planning the matching rate is actually 18% instead of 9%. The match wouldn't affect budgeting until 2021-2022. Alderman Fraser made a motion to pursue the CDBG application with the 18% matching rate. Alderman Dickerson seconded the motion. Mayor Armstrong called for a roll-call vote.

Dyer-Aye  
Dickerson-Aye  
Frasier-Aye  
Rogers-Aye  
Motion passed.

Alderman Fraser made a motion to accept the engineer report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley stated that there is no current or pending litigation against the town. Alderman Fraser made a motion to accept the attorney report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Mayor's report was presented by Mayor Armstrong. The Alexandria Community Park was not awarded the Blue Cross Blue Shield Grant. The Friends of Alexandria Community Park will continue to seek other grants. Alderman Dyer made a motion to accept the Mayor's report as presented. Motion seconded by Alderman Fraser. Motion passed unopposed.

#### OLD BUSINESS

Suzanne Williams, DeKalb Chamber of Commerce addressed the Board concerning the Tennessee Downtown Program. There are more grants that are available to help with the Park that she is pursuing with Alexandria in mind.

#### NEW BUSINESS

First Reading of Ordinance 2019-3 Amending 2015 Zoning Ordinance. The Zoning Ordinance was presented by Mayor Armstrong. Alderman Fraser made a motion to pass the first reading of the ordinance as presented. Alderman Dickerson seconded the motion. Motion passed unopposed.

Alderman Rogers made a motion to adjourn. Alderman Fraser seconded the motion. Motion passed.

MAYOR \_\_\_\_\_

ATTESTED \_\_\_\_\_

RECORDER \_\_\_\_\_

Attachment A

*Alexandria Police Department*



**Monthly Activity Report**

*December 17, 2019 to January 27, 2020*

- Calls: 57
- Citations: 89
- Arrests: 4
- Patrol Miles Driven: 2492
- Business Door Check: 136
- Church Door Checks: 29

New Business:

Police Department activity statistics from January 1, 2019 – December 31, 2019  
 (Attached are the stats from DeKalb Central Dispatch which only includes calls called into dispatch . Walk ins to the city hall or officer flag downs are not included in these stats. )

- Overview – 535 calls for service
  - 875 traffic stops
  - 426 citations issued for city court
  - 98 citations issued for General Sessions court
  - 59 arrests

Attachment B



*Town of Alexandria  
Street Department*



**Monthly Street Report  
December 17, 2019 – January 28, 2020**

Hardware of Watertown

12-23-19	Bolts and washers	\$ 10.50	
01-17-20	2 Cutoff valves	\$ 17.08	
			\$ 27.58

TSC

	Brush Roller		\$ 23.86
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Fleet Card

12-19-19	Truck gas	\$ 31.54	
12-26-19	Truck gas	\$ 22.26	
12-31-19	Truck gas	\$ 35.91	
01-06-20	Truck gas	\$ 26.33	
01-09-20	Truck gas	\$ 26.96	
01-14-20	Truck gas	\$ 24.17	
01-17-20	Truck gas	\$ 27.77	
01-23-20	Truck gas	\$ 26.90	
			\$ 221.84
Total			\$ 273.28

Attachment C

	Jul '19 - Jan 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Income			
Bad Debt Payments	59.50		
Connection Fee/Service Charge	2,388.00		
Non-Payment Fee	11,400.00		
Sewer Income			
Sewer Penalty	1,806.58		
Sewer Income - Other	101,206.56	112,883.15	-11,676.59
<b>Total Sewer Income</b>	<b>103,013.14</b>	<b>112,883.15</b>	<b>-9,870.01</b>
Water Income			
Water Penalty	6,575.43		
Water Surcharge	657.30		
Water Tap Income	2,640.00		
Water Temporary Turnon	80.00		
Water Income - Other	347,290.60	397,479.80	-50,189.20
<b>Total Water Income</b>	<b>357,243.33</b>	<b>397,479.80</b>	<b>-40,236.47</b>
<b>Total Income</b>	<b>474,103.97</b>	<b>510,362.95</b>	<b>-36,258.98</b>
Tap Fees			
Sewer	9,000.00	9,000.00	0.00
Water	7,500.00	7,500.00	0.00
<b>Total Tap Fees</b>	<b>16,500.00</b>	<b>16,500.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>490,603.97</b>	<b>526,862.95</b>	<b>-36,258.98</b>
Gross Profit	490,603.97	526,862.95	-36,258.98
Expense			
Bad Debts	7,414.17	0.00	7,414.17
Booster Station	1,090.40		
Equipment Purchase	3,871.00	12,000.00	-8,129.00
Sewer Department			
Advertising	112.50	90.00	22.50
Audit	817.00	817.00	0.00
Contracted Services	25,275.00	25,375.00	-100.00
Dues	125.00	0.00	125.00
Insurance	8,696.00	8,696.00	0.00
Office Expense	133.98	350.00	-216.02
Professional Fees	1,164.14	3,000.00	-1,835.86
Repair and Maintenance			
Parts	1,326.41	5,454.55	-4,128.14
Services	5,031.89	2,000.00	3,031.89
<b>Total Repair and Maintenance</b>	<b>6,358.30</b>	<b>7,454.55</b>	<b>-1,096.25</b>
Salaries	6,085.90	8,032.50	-1,946.60
Supplies	4,136.10	9,340.00	-5,203.90
Testing	2,528.64	5,250.00	-2,721.36
Utilities	17,082.02	20,825.00	-3,742.98
<b>Total Sewer Department</b>	<b>72,514.58</b>	<b>89,230.05</b>	<b>-16,715.47</b>
Tap Install Fees			
Sewer Tap	6,000.00		
Water Tap	8,000.00		
<b>Total Tap Install Fees</b>	<b>14,000.00</b>		
Water Department			
Advertising	0.00	90.00	-90.00
Audit	1,633.00	1,633.00	0.00
Contracted Services	30,000.00	35,000.00	-5,000.00
Dues	1,444.50	500.00	944.50
Insurance	6,216.00	6,216.00	0.00
Office Expense	302.84	950.00	-647.16
Postage	1,936.08	2,330.00	-393.92
Professional Fees	479.33	350.00	129.33
Purchased Water	129,926.81	181,540.35	-51,613.54
Rent	0.00	120.00	-120.00
Repair and Maintenance			
Parts	5,131.40	27,425.00	-22,293.60
Services	14,909.62	32,085.00	-17,175.38
<b>Total Repair and Maintenance</b>	<b>20,041.02</b>	<b>59,510.00</b>	<b>-39,468.98</b>
Telephone - Telemetry	270.30	379.16	-108.86
Testing	1,070.00	1,240.00	-170.00
Utilities	13,557.20	16,920.00	-3,362.80
Water Salaries	6,085.94	8,032.50	-1,946.56
<b>Total Water Department</b>	<b>212,963.02</b>	<b>314,811.01</b>	<b>-101,847.99</b>
Water Meters	900.00		
<b>Total Expense</b>	<b>312,753.17</b>	<b>416,041.06</b>	<b>-103,287.89</b>
Net Ordinary Income	177,850.80	110,821.89	67,028.91
Other Income/Expense			
Other Income			
Interest Income	138.65	0.00	138.65
<b>Total Other Income</b>	<b>138.65</b>	<b>0.00</b>	<b>138.65</b>
Net Other Income	138.65	0.00	138.65
<b>Net Income</b>	<b>177,989.45</b>	<b>110,821.89</b>	<b>67,167.56</b>

	Jul '19 - Jan 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Property Taxes			
Int & Pen on Property Taxes	468.90	0.00	100.0%
Current Year Property Taxes			
Tax Relief Paid by State	227.00	0.00	100.0%
Current Year Property Taxes - Other	52,798.00	47,692.00	110.7%
Total Current Year Property Taxes	53,025.00	47,692.00	111.2%
Ad Valorem			
In Lieu Of Tax	2,883.00	1,931.00	149.3%
Total Ad Valorem	2,883.00	1,931.00	149.3%
Prior Year Property Taxes			
Prior Yrs Prop Tax-Chancery	459.80	624.00	73.7%
Prior Year Property Taxes - Other	3,136.00	2,397.00	130.8%
Total Prior Year Property Taxes	3,595.80	3,021.00	119.0%
Total Property Taxes	59,972.70	52,644.00	113.9%
Citations			
Police Report Fee	15.00	0.00	100.0%
Citations - Other	25,811.33	26,250.00	98.3%
Total Citations	25,826.33	26,250.00	98.4%
Intergovernmental Revenues			
State beer tax	239.42	242.00	98.9%
Local Sales Tax - County	50,255.60	44,500.00	112.9%
State gasoline & fuel tax	19,214.99	17,500.00	109.8%
State Sales Tax	43,657.51	43,160.00	101.2%
Telecommunication- State	3,190.57	3,000.00	106.4%
TVA in Lieu of Tax	5,940.62	5,720.00	103.9%
Total Intergovernmental Revenues	122,498.71	114,122.00	107.3%
Other Revenues			
Beer Permit	300.00	300.00	100.0%
Donations			
Park	42.00	455.00	9.2%
Donations parade	300.00	200.00	150.0%
Donations - Other	0.00	200.00	0.0%
Total Donations	342.00	855.00	40.0%
Miscellaneous Income			
Booth Rental	150.00	200.00	75.0%
Miscellaneous Income - Other	1,357.00	0.00	100.0%
Total Miscellaneous Income	1,507.00	200.00	753.5%
Zoning/Variance	0.00	100.00	0.0%
Total Other Revenues	2,149.00	1,455.00	147.7%
Rent and Lease Payments			
Charter Rent	1,150.00	300.00	383.3%
Seay Church	1,750.00	1,750.00	100.0%
Total Rent and Lease Payments	2,900.00	2,050.00	141.5%
Taxes			
Cable TV Franchise Fee			
DTC Wireless Franchise Fee	1,104.69	0.00	100.0%
Cable TV Franchise Fee - Other	2,097.13	5,150.00	40.7%
Total Cable TV Franchise Fee	3,201.82	5,150.00	62.2%
Wholesale Beer Tax	19,975.32	25,200.00	79.3%
Total Taxes	23,177.14	30,350.00	76.4%
Total Income	236,523.88	226,871.00	104.3%
Gross Profit	236,523.88	226,871.00	104.3%
Expense			
Fire Department			
Professional Fees	800.00	0.00	100.0%
Equipment & Radios	419.19	2,750.00	15.2%
Gas & Oil	533.74	585.00	91.2%
Repairs & Maintenance	2,018.95	1,250.00	161.5%
Supplies & Disposables	322.88	590.00	54.7%
Training & Related			
Stipend	1,070.00	1,400.00	76.4%
Training & Related - Other	355.00	2,350.00	15.1%
Total Training & Related	1,425.00	3,750.00	38.0%
Total Fire Department	5,519.76	8,925.00	61.8%
General Government			
Donations	302.93	0.00	100.0%
Reimbursement - Mileage	261.37	350.00	74.7%
Advertising	50.00	350.00	14.3%
Animal Control Expenditures	0.00	100.00	0.0%
Annual dues	1,027.86	2,500.00	41.1%
Audit	2,450.00	2,450.00	100.0%
Background Check	0.00	29.00	0.0%
Building Maintenance	0.00	3,500.00	0.0%
Capital Expenditures	0.00	1,325.00	0.0%
Christmas Bonuses	1,902.06	1,900.00	100.1%
CMFO training & mileage	823.70	540.00	152.5%
Council Meeting Stipend	650.00	1,400.00	46.4%
Insurance and Surety Bond	21,485.00	18,000.00	119.4%
Legal and Professional			
Municipal Office Training	35.00	1,710.00	2.0%
Legal and Professional - Other	6,242.50	9,028.78	69.1%
Total Legal and Professional	6,277.50	10,738.78	58.5%
Mayor Wireless	150.00	350.00	42.9%
Miscellaneous	288.68	425.00	67.9%
Office Supplies & Postage	2,429.61	2,625.00	92.6%
Repairs and Maintenance			
Seay Church Maintenance	80.00	0.00	100.0%
Repairs and Maintenance - Other	1,780.45	875.00	203.5%
Total Repairs and Maintenance	1,860.45	875.00	212.6%
Salaries	17,631.01	18,500.00	95.3%

	Jul '19 - Jan 20	Budget	% of Budget
Utilities and Telephone	6,903.10	7,837.00	88.1%
General Government - Other	9,050.00		
<b>Total General Government</b>	<b>73,543.27</b>	<b>73,794.78</b>	<b>99.7%</b>
<b>Police Department</b>			
E-911	14,100.00	14,100.00	100.0%
Gas	5,283.72	5,250.00	100.6%
Materials, Equipment & Supplies	4,044.62	4,375.00	92.4%
Miscellaneous	234.70	437.50	53.6%
Police Department Wireless	761.81	1,400.00	54.4%
Salaries	88,069.35	102,420.00	86.0%
Training of Personnel	1,294.36	1,500.00	86.3%
Vehicle Repairs & Maintenance	1,775.91	2,350.00	75.6%
<b>Total Police Department</b>	<b>115,564.47</b>	<b>131,832.50</b>	<b>87.7%</b>
<b>Senior Citizens</b>			
Repairs & Maintenance	64.37	1,000.00	6.4%
Utilities			
Water/Sewer	301.80	385.00	78.4%
Utilities - Other	2,198.93	2,509.00	87.6%
<b>Total Utilities</b>	<b>2,500.73</b>	<b>2,894.00</b>	<b>86.4%</b>
<b>Total Senior Citizens</b>	<b>2,565.10</b>	<b>3,894.00</b>	<b>65.9%</b>
<b>Streets Dept.</b>			
Asphalt & Paving Materials	810.75	250.00	324.3%
Electric & Gas Utilities	6,409.64	7,000.00	91.6%
Equipment Repairs	171.95	750.00	22.9%
Gasoline	1,474.11	1,550.00	95.1%
Materials & Supplies	631.60	1,450.00	43.6%
Miscellaneous	0.00	100.00	0.0%
Streets Dept. Salaries	22,329.91	24,620.00	90.7%
Uniforms/Safety Equipment	200.00	200.00	100.0%
Vehicle Repairs	223.00	750.00	29.7%
Wireless	85.30	122.50	69.6%
<b>Total Streets Dept.</b>	<b>32,336.26</b>	<b>36,792.50</b>	<b>87.9%</b>
<b>Total Expense</b>	<b>229,528.86</b>	<b>255,238.78</b>	<b>89.9%</b>
Net Ordinary Income	6,995.02	-28,367.78	-24.7%
Other Income/Expense			
Other Income	2,480.11	2,000.00	124.0%
Other Expense	2,615.05	0.00	100.0%
Net Other Income	-134.94	2,000.00	-6.7%
<b>Net Income</b>	<b>6,860.08</b>	<b>-26,367.78</b>	<b>-26.0%</b>