

Town of Alexandria

Minutes for Meeting March 26, 2019

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on March 26, 2019 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 Frasier, and Bridgette Rogers. Quorum established.

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

The meeting began with Mayor Armstrong requesting the minutes from the February 26, 2019 meeting be reviewed. Alderman Lloyd Dyer made a motion to accept the minutes for February 26, 2019 as presented. Motion seconded by Alderman Charlie Fraser. Motion passed unopposed.

Mayor Armstrong introduced James Armistead, representative from Tennessee Treasury, to discuss the 401K that is available through Retire Ready TN. Mr. Armistead presented the options that are available to the town and recommended the 401K. There is no cost to the town to offer the 401K. It allows the employees to join the state program. It is a defined contribution plan available to the employees.

Mayor Armstrong introduced John Poole, CPA to go over the annual audit. Mr. Poole stated that this is a state required audit. The purpose of the audit is to make sure that all the monies that are due the town are accounted for and received. The audit also makes sure that the town monies are being spent only on town business. There are no concerns in these areas. The town has three separate funds; Drug Fund, General Fund and Utility Fund. The Water and Sewer Fund has a requirement to show a profit at least every other year and Mr. Poole stated that the current Board is aware that we lost money in 2017 and 2018. Mayor Armstrong added that we are currently under an Order from the Water and Wastewater Finance Board to have a rate analysis completed to identify and correct the financial issues.

Mayor Armstrong introduced Jerry Warren, town engineer, discussed the rate analysis and necessary rate increase to make the fund profitable. He also went over the State Revolving Fund and the Town ranking that is in process. He has a meeting with the sewer plant manufacturer, AquaRobics, to go over the needed upgrades to get the plant compliant with the state permits. Sewer maps are in process, they are just missing a few manholes that are in the creek. Mr. Warren addressed the content of the subdivision plat response; it will need a lift station and possibly a pump station. Alderman Dyer asked Mr. Warren about the power of the Water and Wastewater Finance Boards authority to raise rates. Mr. Warren confirmed that they have the authority to come in and raise the rates to make the system profitable without concern of the impact to residents, but they would prefer if the utility made the necessary changes without them fully exercising their power to do so.

Mayor Armstrong opened the floor for citizen's comments.

Water issues – Misti Price – requested \$50.00 non-payment fee be waved. Discussion was had concerning the situation. No adjustment.

Amy Reed, representing a group of families, addressed the Board concerning playground equipment for the City Park. Ms. Reed stated that the group is willing to raise funds to build a safe place for the children to play. Discussion was held concerning grants and the playground. Alderman Dyer mad a motion to open an account for the City Park with our current check signers to be used for new equipment at City Park and allow donations to be deposited into the fund. Motion was seconded by Alderman Bridgette Rogers. Motion passed unopposed.

Mayor Armstrong address the group concerning the big box store grants that are available. He asked the Alderman to look at the grants available and review what area they would like to pursue with these grants.

DEPARTMENT MONTHLY REPORTS

Sewer Report was presented by Dale Smith. Mr. Smith didn't have anything to add to Jerry Warren's report. Mayor Armstrong asked if he had an explanation to the excessive water usage at the sewer plant last month. Mr. Smith didn't know why the usage was that high, he had not seen any water leaking. Alderman Frasier made a motion to accept the sewer report. Motion seconded by Alderman Lynn Dickerson. Motion passed unopposed.

Water Report was presented by Mayor Bennett; see attachment A. Alderman Dyer made a motion to accept the water report. Motion seconded by Alderman Frasier. Motion passed unopposed.

Police report was presented by Police Chief Russell; see attachment B. Motion was made by Alderman Frasier to accept the Police report. Alderman Rogers seconded the motion. Motion passed unopposed.

Fire report was presented by Fire Chief Brian Partridge; see attachment C. Motion was made by Alderman Dyer to accept the fire report as presented. Alderman Frasier seconded the motion. Motion passed unopposed.

Streets report was presented by Mayor Armstrong; see attachment D. Total spent \$353.80. Alderman Frasier 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, MFO; see attachment E. Mrs. Tetlow went over the Water and Sewer Fund. The pump station should be online by the middle of next week. 2017 Property taxes are being turned over to Attorney Parsley on May 1st 2019. Alderman Rogers made a motion to accept the financial report as presented. Motion seconded by Alderman Frasier. Motion passed unopposed.

Mayor's report was presented by Mayor Armstrong. He addressed the grant package and encouraged the Alderman to take the package home and review the contents. Motion was made to accept the Mayor's report as presented by Alderman Frasier and seconded by Alderman Dickerson. Motion passed unopposed.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley did not have anything to report. Alderman Dyer made a motion to accept the Attorney's report and seconded by Alderman Frasier. Motion passed unopposed.

OLD BUSINESS

The Automatic Aid Agreement with Smithville was reviewed. It has been reviewed by Attorney Parsley and approved by Smithville. Alderman Dyer made a motion to accept the Automatic Aid Agreement between Alexandria Fire Department and the Smithville Fire Department. Alderman Frasier seconded the motion. Mayor Armstrong called for a roll-call vote.

Dyer – Aye

Dickerson – Aye

Frasier – Aye

Rogers – Aye

Motion passed.

Budget workshop date was set for Sunday, April 7, 2019 at 1:00pm.

Thursday, April 11th 2019 at 6:30 pm there will be a Special Meeting to respond to the Order from the Water and Wastewater Finance Board. There will be a presentation of the rate study from MTAS at that time.

NEW BUSINESS

Old Timers Day was set to coincide with the Fire Department Motorcycle Ride and Cookout on the Square, Saturday September 7, 2019.

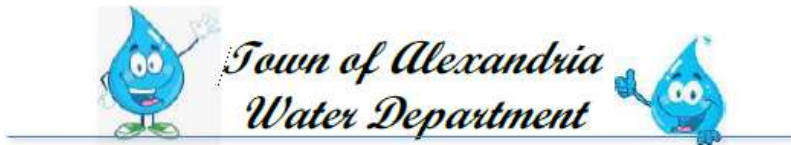
Alderman Rodgers made a motion to adjourn. Alderman Frasier seconded the motion. Motion passed.

MAYOR _____

ATTESTED _____

RECORDER _____

Attachment A



Monthly Water Report
March 26, 2019

Completed the water and sewer tap installs on E Main Street.

Currently flow and pressure testing/repainting those fire hydrants outside of town.

Getting more cold mix to fix Allen St and the extra needed for other town street issues.

Edgewood Street water tap to be installed over the coming weeks.

No major leaks this month - KNOCK on Wood!!

Brian Grisham

Attachment B

Alexandria Police Department



Monthly Activity Report

February 26, 2019 to March 25, 2019

Calls: 63

Citations: 54

Arrests: 8

Patrol Miles Driven: 2674

Business Door Check: 141

Church Door Checks: 24

New Business:

Attachment C



ALEXANDRIA FIRE DEPARTMENT 102 HIGH STREET, P.O. BOX 277
ALEXANDRIA, TN 37012

MONTHLY ACTIVITY REPORT
February 17, 2018 through March 26, 2019

- Calls answered, Emergency and Service: **10 Calls.**
9 calls in city limits, 20 responders
- Average responders per call **3.1 Per call**
- 1 new member, already certified with experience. Total membership at 11.
- No missed calls in this period.
- Grant received from Harbor Freight Tools for a portable generator valued at \$499. Both engines now have new generators.
- EVS donated 11 sections of new fire hose.
- Still awaiting response from DTC and Firehouse Subs Grants (\$2,200 and \$28,200)
- City of Smithville has approved Automatic Aid Agreement for Ladder Truck Response to Alexandria.

Attachment D



Monthly Street Report
February 26, 2019 - March 26, 2019

Alexandria Auto Parts

03-07-19 Trailer Tire \$ 59.00

CO-OP

03-12-19 Cornerstone Spray \$ 53.99

Tractor Supply

03-12-19 Weed eater String \$ 29.99

Fleet Card

02-26-19	Truck gas	\$ 18.61	
02-28-19	Truck gas	\$ 16.34	
03-05-19	Truck gas	\$ 23.26	
03-07-19	Truck gas	\$ 25.63	
03-12-19	Truck gas	\$ 25.00	
03-15-19	Truck gas	\$ 26.78	
03-19-19	Truck gas	\$ 16.52	
03-15-19	Mower gas	\$ 21.43	
03-19-19	Mower gas	\$ 24.49	
03-07-19	Tractor gas	\$ 12.76	
			<u>\$ 210.82</u>
Total			\$ 353.80

3:11 PM
03/26/19
Accrual Basis

Town of Alexandria Water & Sewer Fund
Profit & Loss Budget vs. Actual
July 1, 2018 through March 26, 2019

	Jul 1, '18 - Mar 26, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Debt Recovery	340.75	0.00	340.75
Income			
Depreciation Charge	52,848.00	48,856.32	3,991.68
Sewer Income	102,211.74	0.00	102,211.74
Water Income	318,883.31	516,213.70	-197,330.39
Income - Other	49,604.87	0.00	49,604.87
Total Income	523,557.92	565,080.02	-41,522.10
Tap Fees	33,117.00	13,877.42	19,439.58
Total Income	557,015.75	578,957.44	-21,741.69
Gross Profit	557,015.75	578,957.44	-21,741.69
Expense			
Advertising	87.50	30.94	56.56
Annual Audit	2,450.00	2,500.00	-50.00
Bad Debts	219.40	1,842.72	-1,423.32
Bank Service Charge	7.00	175.41	-168.41
Contract Labor			
Sewer	33,269.80	0.00	33,269.80
Water			
Blow Off/Hydrant Install	3,125.00	0.00	3,125.00
Leak Repair 2	36,875.00	0.00	36,875.00
Meter Install/Change out	1,500.00	0.00	1,500.00
Water - Other	45,000.00	0.00	45,000.00
Total Water	86,500.00	0.00	86,500.00
Contract Labor - Other	0.00	91,193.39	-91,193.39
Total Contract Labor	118,769.80	91,193.39	28,576.21
Depreciation Account Transfer	0.00	37,400.32	-37,400.32
Dues	2,096.85	2,217.19	-120.39
Equipment Purchase	19,560.00	14,407.10	5,152.90
Insurance	14,456.00	14,478.00	-22.00
Miscellaneous	0.00	13,317.61	-13,317.61
Office Supplies	376.55	1,395.00	-1,018.45
Postage	2,875.13	2,391.41	483.72
Reimbursement of overpayment	95.90	0.00	95.90
Rent Expense	103.99	12,073.68	-11,969.69
Repairs	7,575.88	0.00	7,575.88

3:11 PM
03/26/19
Accrual Basis

Town of Alexandria - Water & Sewer Fund
Profit & Loss Budget vs. Actual
July 1, 2018 through March 26, 2019

	Jul 1, '18 - Mar 26, 19	Budget	\$ Over Budget
Salaries	18,851.48	19,857.10	-1,025.62
Sewer Contracted Services	7,335.00	7,007.83	327.37
Sewer Supplies	14,288.81	19,868.66	-5,579.85
Supplies	0.00	934.78	-934.78
Tap Install Fees	28,852.00	0.00	28,852.00
Telephone			
Telemetry	432.48	0.00	432.48
Telephone - Other	81.88	287.00	-205.12
Total Telephone	514.36	287.00	227.36
Utilities	39,369.64	41,619.47	-2,249.83
Water Contracted Services	300.00	0.00	300.00
Water Purchased	221,324.88	265,593.55	-44,268.69
Water Sales Tax	0.00	26,976.48	-26,976.48
Water Supplies	21,755.01	47,139.31	-25,384.30
Total Expense	522,329.59	622,512.75	-100,183.16
Net Ordinary Income	34,686.16	-43,755.31	78,441.47
Other Income/Expense			
Other Income	957.45	110.10	847.35
Net Other Income	957.45	110.10	847.35
Net Income	35,643.61	-43,645.21	79,288.82

Town of Alexandria
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Property Taxes			
Int & Pen on Property Taxes	296.11		
Current Year Property Taxes			
Tax Relief Paid by State	986.00		
Current Year Property Taxes - Other	85,126.00	86,117.00	-10,991.00
Total Current Year Property Taxes	86,112.00	86,117.00	-10,005.00
Ad Valorem	14,089.00	23,000.00	-8,931.00
Prior Year Property Taxes			
Prior Yrs Prop Tax-Chancery	824.74	0.00	824.74
Prior Year Property Taxes - Other	2,796.25	2,250.00	546.25
Total Prior Year Property Taxes	3,420.99	2,250.00	1,170.99
Total Property Taxes	103,896.10	121,367.00	-17,468.90
Citations			
Police Report Fee	25.00		
Citations - Other	20,206.78	26,249.00	-6,042.22
Total Citations	20,231.78	26,249.00	-6,017.22
Intergovernmental Revenues			
Grants	36,200.00	32,000.00	4,200.00
Local Sales Tax - County	67,894.76	45,000.00	22,894.76
State Excise Tax	7,270.51	3,000.00	4,270.51
State gasoline & fuel tax	27,052.23	20,250.00	6,812.23
State Sales Tax	63,952.53	55,499.00	8,453.53
Telecommunication- State	4,569.95	4,500.00	69.95
TVA in Lieu of Tax	5,719.68	8,474.00	-2,754.32
Total Intergovernmental Revenues	212,639.66	168,723.00	43,916.66
Other Revenues			
Beer Permit	300.00	500.00	300.00
Donations	2,940.00	2,350.00	590.00
Miscellaneous Income	42.30	0.00	42.30
Zoning	800.00		
Total Other Revenues	4,582.30	2,850.00	1,732.30
Rent and Lease Payments			
Charter Rent	1,350.00	1,350.00	0.00
Seay Church	2,500.00	2,250.00	250.00
Total Rent and Lease Payments	3,850.00	3,600.00	250.00
Supplement salary-Police	2,696.51	1,800.00	896.51

Town of Alexandria
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget
Taxes			
Cable TV Franchise Fee	6,080.08	5,701.00	379.08
DTC Wireless Franchise Fee	1,787.81	0.00	1,787.81
In Lieu Of Tax	1,956.00	0.00	1,956.00
State Beer Tax	32,699.08	30,922.00	1,777.08
Total Taxes	42,522.97	36,623.00	5,899.97
Total Income	380,421.32	361,212.00	19,209.32
Gross Profit	380,421.32	361,212.00	19,209.32
Expense			
Christmas pd w/donations	82.80	0.00	82.80
Donations	-109.00		
Eastview Cemetery Repair and Ma	2,000.00		
Fire Department			
Professional Fees	278.98	240.00	38.98
Equipment & Radios			
Miscellaneous	272.94	0.00	272.94
Equipment & Radios - Other	1,613.34	2,600.00	-986.66
Total Equipment & Radios	1,886.28	2,600.00	-713.72
Gas & Oil	617.32	730.00	-112.68
Repairs & Maintenance	2,481.61	2,000.00	481.61
Supplies & Disposables	974.90	610.00	364.90
Training & Related			
Stipend	850.00	1,200.00	-350.00
Training & Related - Other	0.00	3,000.00	-3,000.00
Total Training & Related	850.00	4,200.00	-3,350.00
Total Fire Department	8,689.14	10,380.00	-1,690.86
General Government			
Reimbursement - Mileage	483.75	380.00	103.75
Advertising	446.92	200.00	246.92
Animals/food or Euthanasia	0.00	50.00	-50.00
Annual dues	619.86	203.00	416.86
Audit	2,450.00	2,500.00	-50.00
Background Check	29.00	29.00	0.00
Building Maintenance	109.43	381.00	-271.57
Capital Expenditures	1,325.00	1,600.00	-275.00
Christmas Bonuses			
Christmas Dinner	143.68		
Christmas Bonuses - Other	1,700.00	1,900.00	-200.00
Total Christmas Bonuses	1,843.68	1,900.00	-56.32

Town of Alexandria
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget
CMFO training & mileage	1,148.79	1,402.00	-253.21
Council Meeting Stipend	1,425.00	1,800.00	-375.00
Drug Fund Pmts	5,210.00	5,910.00	-700.00
Equipment & Supplies	92.53	74.00	18.53
Insurance and Surety Bond	17,879.00	19,847.00	-1,968.00
Legal and Professional			
Municipal Office Training	1,710.00		
Legal and Professional - Other	11,078.78	20,250.00	-9,171.22
Total Legal and Professional	12,788.78	20,250.00	-7,461.22
Mayor Wireless	0.00	450.00	-450.00
Miscellaneous	267.49	750.00	-482.51
Office Supplies & Postage	3,066.10	3,070.00	-3.90
Property Tax Pmt Reimbursement	89.00		
Repairs and Maintenance	1,086.32	1,000.00	86.32
Salaries	13,555.61	13,563.00	-7.39
Utilities and Telephone			
Ball Park & Lions Club Water/Se	345.85	450.00	-103.15
City Hall Water & Sewer	335.71	450.00	-114.29
Old City Hall Water/Sewer	231.95	450.00	-218.05
Utilities and Telephone - Other	9,232.33	7,191.00	2,041.33
Total Utilities and Telephone	10,148.84	8,541.00	1,605.84
Total General Government	74,053.10	83,900.00	-9,846.90
Police Department			
E-911	21,150.00	21,150.00	0.00
Gas	5,995.70	6,229.00	-233.30
Materials, Equipment & Supplies	4,384.03	4,500.00	-115.97
Miscellaneous	447.70	562.00	-114.30
Police Department Wireless	1,093.72	1,499.00	-405.28
Salaries	67,695.09	100,825.00	-12,929.91
Training of Personnel	1,281.72	850.00	431.72
Vehicle Repairs & Maintenance	1,861.43	1,800.00	61.43
Total Police Department	123,709.39	137,015.00	-13,305.61
Seay Church			
Maintenance	75.00		
Total Seay Church	75.00		
Senior Citizens			
Repairs & Maintenance	0.00	1,000.00	-1,000.00
Supplies	0.00	8.00	-8.00

Town of Alexandria
Profit & Loss Budget vs. Actual
July 2018 through March 2019

	Jul '18 - Mar 19	Budget	\$ Over Budget
Utilities			
Water/Sewer	345.05	450.00	-104.95
Utilities - Other	2,932.37	3,282.00	-349.63
Total Utilities	3,277.42	3,732.00	-454.58
Total Senior Citizens	3,277.42	4,740.00	-1,462.58
Streets Dept.			
Asphalt & Paving Materials	480.15	350.00	130.15
Electric & Gas Utilities	8,280.25	8,762.00	-481.75
Equipment Repairs	1,518.42	146.00	1,372.42
Gasoline	2,059.54	1,929.00	130.54
Materials & Supplies	1,682.93	2,300.00	-617.07
Miscellaneous	305.14	150.00	155.14
Streets Dept. Salaries	25,319.27	28,499.00	-3,179.73
Uniforms/Safety Equipment	0.00	200.00	-200.00
Vehicle Repairs	326.86	1,600.00	-1,433.14
Wireless	122.90	151.00	-28.10
Total Streets Dept.	38,995.46	44,147.00	-4,151.54
Total Expense	249,773.31	280,182.00	-30,408.69
Net Ordinary Income	140,548.01	81,030.00	59,518.01
Other Income/Expense			
Other Income			
Fire Dept Grant Monies	500.00	0.00	500.00
GHSO-Grant	0.00	3,000.00	-3,000.00
Total Other Income	500.00	3,000.00	-2,500.00
Other Expense			
Police Dept-Grant Paid	590.53	0.00	590.53
Total Other Expense	590.53	0.00	590.53
Net Other Income	-90.53	3,000.00	-3,090.53
Net Income	140,557.48	84,030.00	56,527.48