

Town of Alexandria

Minutes for Meeting June 25, 2019

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on June 25, 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 Fraser, 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 May 28, 2019 meeting be reviewed. Alderman Lloyd Dyer made a motion to accept the minutes for May 28, 2019 as presented. Motion seconded by Alderman Charlie Fraser. Motion passed unopposed.

Public Hearing

Ordinance 2018-6 2019-2020 Budget - Second Reading. There were no changes between the first reading and second reading. Attorney Parsley completed the second reading of the Ordinance. Alderman Fraser made a motion to accept the Ordinance as read. Motion was seconded by Alderman Dyer. The floor was opened for public comment. There were no comments from the floor. Motion passed unopposed.

Ordinance 2018-7 Water and Sewer Rates - Second Reading. There were no changes between the first reading and second reading. Attorney Parsley completed the second reading of the Ordinance. Alderman Dyer made a motion to accept the Ordinance as read. Motion was seconded by Alderman Fraser. The floor was opened for public comment. There were no comments. Motion passed unopposed.

Mayor Armstrong opened the floor for citizen's comments.

Mr. Randy Glover addressed the Board concerning a water line extension to his property on Earl Steel Road Map: 105 Parcel: 007.04. Mr. Glover said he would be looking to track the fifty (50) acres up into 5 lots. He stated that he has someone interested in purchasing ten (10) acres of the property, if there is water on the property. Discussion was held concerning the TOA Water Developer/Subdivision Policy and how that policy applied to this situation. Discussion tabled until there is a concept/subdivision plat for the property.

DEPARTMENT MONTHLY REPORTS

Sewer Report was presented by Dale Smith. Mr. Smith stated that he had a pump go bad and the pump is obsolete. He received a quote from Aqua-Aerobic to replace the pump the cost would be four thousand nine hundred and ninety-six dollars and forty seven cents (\$4996.47). The lead time for the replacement is nine to eleven (9-11) business weeks. He will continue to look for a replacement that could be installed sooner. Mr. Smith stated and that he had replaced a clinoid this month also. Alderman Fraser made a motion to accept the sewer report. Motion seconded by Alderman Dyer. Motion passed unopposed.

Water Report was presented by Rich Potter. The current reduction in water loss was discussed as well as the water loss from meters slowing down as they age. The pump station is running well. They had to have the check valve rebuilt as it was failing. He is continuing to look for a pressure valve as the one currently in use is obsolete. Alderman Dyer made a motion to accept the water report as presented. Motion seconded by Alderman Fraser. 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 Bridgette Rogers seconded the motion. Motion passed unopposed.

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

Streets report was presented by Mayor Armstrong; see attachment C. Total spent \$353.62. Alderman Dyer made a motion to accept the report as presented. Motion seconded by Alderman Lynne Dickerson. Motion passed unopposed.

Financial report was presented by Mrs. Elizabeth Tetlow, MFO. Mrs. Tetlow went over the Water and Sewer Fund and General Fund; see attachment D. Alderman Fraser made a motion to accept the financial report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley is working on the new sewer contract. Alderman Fraser made a motion to accept the Attorney's report. Motion was seconded by Alderman Dickerson. Motion passed unopposed.

Mayor's report was presented by Mayor Armstrong. Mayor Armstrong had a meeting with MTAS consultant Warren Nevad concerning multiple items. He discussed the funding for the needed upgrades to our water infrastructure. Mayor Armstrong introduced John Warner of Cumberland Securities. Mr. Warner discussed the options available to the town through Cumberland Securities. Motion was made to accept the Mayor's report as presented by Alderman Dyer and seconded by Alderman Fraser. Motion passed unopposed.

OLD BUSINESS

Title VI Corrective Action Plan was sent to the state on June 11, 2019. The State reviewed our plan and it was approved on June 19, 2019. Title VI employee training is due by July 1st every year. The Board will be notified at the July meeting of the status of the training.

NEW BUSINESS

City Park Playground – Amy Reed introduced April Martin, PhD, Extension Agent III, DeKalb County, UT Institute of Agriculture. Ms. Martin is addressing the board to request permission for Kurt Heischmidt, Healthy Development Coordinator at Upper Cumberland Regional Health Office and Upper Cumberland Development District to be authorized to write grants for the City Park Playground. Alderman Dyer made a motion to allow Kurt Heischmidt of Upper Cumberland Regional Health and the coordinator at Upper Cumberland Development District to write grants for the City Park. Alderman Rogers seconded the motion. Motion passed unopposed.

Charter Lease – Charter is requesting an extension on the lease for 112 Industrial Rd. The new lease is for one (1) year beginning on October 1, 2019 for one hundred and seventy-five dollars (\$175.00) a month. Alderman Dyer made a motion to extend Charters lease. Alderman Fraser seconded the motion. Motion passed unopposed.

Loss Prevention Findings were presented to the Board. We have corrections to make at the Fire Hall, Old City Hall, Senior Center and Fair Grounds. The town has sixty (60) days to respond to the findings with corrections and future plans. Mrs. Elizabeth Tetlow informed the Board that there is a Public Entity Partner Safety Grant that becomes available in October; it is first come first serve grant, which would pay to put in security cameras and lights at the Senior Center. Alderman Fraser made a motion for Mrs. Tetlow to apply for the Public Entity Partners Grant for security cameras and lights at the Senior Center. Alderman Rogers seconded the motion. Motion passes unopposed.

Storm Drain Damage/Sidewalk Holes were discussed. Storm drains are opening up under the sidewalk. Parking on the storm drains are a contributing factor to their current deterioration. The Board will be getting bids on repairs as the holes are getting bigger. Discussion was held concerning using metal construction plates for safety.

Old Timers Day September 7th - Music is mostly covered and yet we are still in need of vendors.

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

May 28, 2019 to June 24, 2019

Calls: 63

Citations: 35

Arrests: 3

Patrol Miles Driven: 2973

Business Door Check: 142

Church Door Checks: 24

New Business:

Attachment B



ALEXANDRIA FIRE DEPARTMENT

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

MONTHLY ACTIVITY REPORT

May 28- June 25, 2019

- Calls answered, Emergency and Service: **18 Calls.**
14 calls in city limits, 56 responders
- Average responders per call **3 Per call**
- Rebecca Partridge attending Fire Instructor class at the academy.
- Two missed calls in this period.
- Still awaiting response from DTC and Firehouse Subs Grants (\$2,200 and \$28,200)
- Some progress made on "old city hall".
- County-wide training set for September.



Monthly Street Report
May 28, 2019 - June 25, 2019

Co-Op

06-18-19 Cornerstone Plus \$ 53.99

Fleet Card

05-30-19	Truck gas	\$ 32.55	
06-04-19	Truck gas	\$ 25.61	
06-07-19	Truck gas	\$ 23.85	
06-11-19	Truck gas	\$ 16.38	
06-18-19	Truck gas	\$ 40.43	
06-25-19	Truck gas	\$ 42.83	
			\$ 181.65
05-30-19	Mower gas	\$ 22.73	
06-03-19	Mower gas	\$ 25.88	
06-10-19	Mower gas	\$ 24.30	
06-17-19	Mower gas	\$ 23.94	
06-21-19	Mower gas	\$ 21.13	
			\$ 117.98
Total			\$ 353.62

6:26 PM
06/25/19
Accrual Basis

Town of Alexandria
Profit & Loss Budget vs. Actual
July 1, 2018 through June 25, 2019

	Jul 1, '18 - Jun 25, 19	Budget
Ordinary Income/Expense		
Income		
Property Taxes		
Int & Pen on Property Taxes	882.20	0.00
Current Year Property Taxes	89,755.00	96,117.00
Ad Valorem	16,055.00	23,000.00
Prior Year Property Taxes	5,158.99	2,958.33
Total Property Taxes	111,851.19	122,075.33
Citations	29,272.24	34,513.83
Intergovernmental Revenues		
State beer tax	447.20	0.00
City Income Tax	1,936.52	0.00
Grants	36,200.00	32,000.00
Local Sales Tax - County	105,179.51	75,666.67
State Excise Tax	7,270.51	3,000.00
State gasoline & fuel tax	35,670.85	26,625.00
State Sales Tax	85,104.32	72,972.17
Telecommunication- State	6,411.43	5,916.67
TVA in Lieu of Tax	11,439.36	11,143.00
Total Intergovernmental Revenues	289,659.70	227,323.51
Other Revenues		
Beer Permit	800.00	500.00
Donations	2,940.00	3,308.33
Miscellaneous Income	43.55	0.00
Zoning/Variance	900.00	0.00
Total Other Revenues	4,683.55	3,808.33
Rent and Lease Payments		
Charter Rent	1,650.00	1,775.00
Seay Church	3,000.00	2,958.33
Total Rent and Lease Payments	4,650.00	4,733.33
Supplement salary-Police	209.00	1,800.00
Taxes		
Cable TV Franchise Fee	10,441.31	7,494.50
Wholesale Beer Tax	41,916.58	40,657.33
Total Taxes	52,357.89	48,151.83
Total Income	492,683.57	442,406.16
Gross Profit	492,683.57	442,406.16
Expense		
Eastview Cemetery Repair and Ma	2,000.00	0.00
Fire Department		
Professional Fees	278.98	240.00
Equipment & Radios		
Miscellaneous	313.83	0.00
Equipment & Radios - Other	3,137.98	3,916.67
Total Equipment & Radios	3,451.81	3,916.67

	Jul 1, '18 - Jun 25, 19	Budget
Gas & Oil	995.65	984.17
Repairs & Maintenance	2,705.32	2,000.00
Supplies & Disposables	711.24	751.67
Training & Related		
Stipend	875.00	2,733.33
Training & Related - Other	70.00	4,000.00
Total Training & Related	945.00	6,733.33
Total Fire Department	9,088.20	14,625.84
General Government:		
Donations	-26.20	0.00
Reimbursement - Mileage	532.47	493.33
Advertising	628.17	200.00
Animal Control Expenditures	5.49	0.00
Animals/food or Euthanasia	0.00	50.00
Annual dues	819.86	203.00
Audit	2,450.00	2,500.00
Background Check	29.00	29.00
Building Maintenance	402.69	531.00
Capital Expenditures	1,325.00	1,600.00
Christmas Bonuses	1,899.68	1,900.00
CMFO training & mileage	1,580.49	1,635.50
Council Meeting Stipend	1,825.00	2,366.67
Drug Fund Prts	5,230.00	6,015.00
Equipment & Supplies	246.69	74.00
Insurance and Surety Bond	17,879.00	17,879.00
Legal and Professional	17,251.78	26,625.00
Mayor Wireless	0.00	591.67
Miscellaneous	398.08	983.33
Office Supplies & Postage	3,832.33	4,033.33
Repairs and Maintenance		
Seay Church Maintenance	75.00	0.00
Repairs and Maintenance - Other	1,180.32	1,000.00
Total Repairs and Maintenance	1,255.32	1,000.00
Salaries	21,518.36	23,966.67
Utilities and Telephone		
Ball Park & Lions Club Water/Se	671.91	591.67
City Hall Water & Sewer	335.71	591.67
Old City Hall Water/Sewer	282.25	591.67
Utilities and Telephone - Other	11,977.62	11,191.83
Total Utilities and Telephone	13,267.49	12,966.84
Total General Government	92,350.70	105,643.34

	Jul 1, '18 - Jun 25, 19	Budget
Police Department		
E-911	28,200.00	27,808.33
Gas	8,665.88	7,884.00
Materials, Equipment & Supplies	5,236.79	5,916.67
Miscellaneous	885.70	739.50
Police Department Wireless	1,456.59	1,972.17
Salaries	137,989.47	141,312.50
Training of Personnel	1,342.04	1,208.33
Vehicle Repairs & Maintenance	3,295.49	1,983.33
Total Police Department:	187,071.96	188,824.83
Senior Citizens		
Miscellaneous	55.17	50.00
Repairs & Maintenance	80.00	1,000.00
Supplies	0.00	8.00
Utilities		
Water/Sewer	495.95	591.67
Utilities - Other	3,779.82	4,183.67
Total Utilities	4,275.77	4,775.34
Total Senior Citizens	4,410.94	5,833.34
Streets Dept.		
Asphalt & Paving Materials	480.15	500.00
Electric & Gas Utilities	11,079.12	10,038.67
Equipment Repairs	3,245.96	2,950.00
Gasoline	3,005.73	2,535.33
Materials & Supplies	2,089.72	3,025.33
Miscellaneous	95.14	150.00
Streets Dept. Salaries	38,006.95	38,888.83
Uniforms/Safety Equipment	0.00	200.00
Vehicle Repairs	226.86	250.00
Wireless	137.70	198.17
Total Streets Dept.	58,367.33	58,736.33
Total Expense	353,289.13	373,663.68
Net Ordinary Income	139,394.44	68,742.48
Other Income/Expense		
Other Income		
Fire Dept Grant Monies	500.00	0.00
GHSO-Grant	2,589.01	4,666.67
Total Other Income	3,089.01	4,666.67
Other Expense		
Police Dept-Grant Paid	1,195.48	0.00
Total Other Expense	1,195.48	0.00
Net Other Income	1,893.53	4,666.67
Net Income	141,287.97	73,409.15

	Jul 1, '18 - Jun 25, 19	Budget
Ordinary Income/Expense		
Income		
Debit Recovery	340.75	0.00
Income		
Connection Fee	5,775.00	0.00
Depreciation Charge	52,848.00	68,059.00
Non-Payment Fee	15,154.07	0.00
Sewer Income	136,221.76	0.00
Sewer Penalty	2,406.43	0.00
Water Income	392,682.98	671,659.43
Water Penalty	7,139.88	0.00
Water Surcharge	970.30	0.00
Water Temporary Turnon	210.00	0.00
Income - Other	82,207.89	0.00
Total Income	695,616.31	739,718.43
Tap Fees		
Sewer	33,000.00	0.00
Water	40,000.00	0.00
Tap Fees - Other	3,117.08	19,666.67
Total Tap Fees	76,117.08	19,666.67
Total Income	772,074.14	759,385.10
Gross Profit	772,074.14	759,385.10
Expense		
Advertising	87.50	41.42
Annual Audit	2,450.00	2,500.00
Bad Debts	272.40	1,805.00
Bank Service Charge	7.00	234.70
Contract Labor		
Sewer	41,694.50	0.00
Water		
Blow Off/Hydrant Install	3,125.00	0.00
Leak Repair 2	43,325.00	0.00
Meter Install/Change out	3,125.00	0.00
Water - Other	60,000.00	0.00
Total Water	109,575.00	0.00
Contract Labor - Other	1,684.98	122,090.42
Total Contract Labor	152,954.48	122,090.42
Depreciation Account Transfer	0.00	56,593.00
Dues	3,826.80	4,186.50
Equipment Purchase	19,560.00	19,288.33
Insurance	14,456.00	14,478.00
Miscellaneous	0.00	17,855.50
Office Supplies	1,215.67	3,956.50
Postage	3,700.01	3,203.68
Reimbursement of overpayment	309.03	0.00
Rent Expense	108.99	16,164.33
Repairs	7,575.68	0.00
Salaries	25,433.81	26,625.00
Sewer Contracted Services		
Professional Services	7,267.50	0.00
Sewer Contracted Services - Other	6,175.00	9,381.86
Total Sewer Contracted Services	13,442.50	9,381.86
Sewer Supplies		
Equipment Repairs	835.39	0.00
Sewer Testing	6,692.50	0.00
Sewer Supplies - Other	12,052.91	28,258.00
Total Sewer Supplies	19,580.80	28,258.00
Supplies	0.00	1,434.30
Tap Install Fees		
Equipment Rental	2,892.08	0.00
Sewer Tap	27,000.00	0.00
Water Tap	34,000.00	0.00
Total Tap Install Fees	63,892.08	0.00
Telephone		
Telephony	648.72	0.00
Telephone - Other	81.88	653.17
Total Telephone	730.60	653.17
Utilities		
Utilities Sewer		
Sewer Plant Water Expense	1,686.69	591.67
Utilities Sewer - Other	28,068.67	0.00
Total Utilities Sewer	29,755.36	591.67
Utilities Water	25,998.61	0.00
Utilities - Other	0.00	53,909.81
Total Utilities	55,753.97	54,501.48
Water Contracted Services	440.00	0.00
Water Purchased	299,155.07	321,564.39
Water Sales Tax	0.00	35,308.00
Water Supplies		
Contractor Supplies	2,810.26	0.00
Shipping	176.36	0.00
Water Testing	2,806.80	0.00
Water Supplies - Other	23,228.77	58,205.62
Total Water Supplies	29,022.19	58,205.62
Total Expense	713,974.58	798,419.20
Net Ordinary Income	58,099.56	-39,034.10
Other Income/Expense		
Interest Income	980.44	129.29
Total Other Income	980.44	129.29
Net Other Income	980.44	129.29
Net Income	59,080.00	-38,904.81