

## Town of Alexandria

### Minutes for Meeting July 23, 2019

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on July 23, 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, Charlie Fraser, Ryan Garrett, and Bridgette Rogers. Quorum established.

Attorney Vester Parsley was also present. The meeting commenced with a prayer from Attorney Vester Parsley and the pledge of allegiance.

The meeting began with Vice Mayor Lloyd Dyer requesting the minutes from the April 11, 2019 and June 25, 2019 meeting be reviewed. Alderman Charlie Fraser made a motion to accept the minutes for June 25, 2019 as presented. Motion seconded by Alderman Ryan Garrett. Motion passed unopposed. Alderman Bridgette Rogers made a motion to accept the minutes for April 11, 2019. Motion seconded by Alderman Fraser. Motion passed unopposed.

Vice Mayor Dyer opened the floor for citizen's comments. No comments.

#### DEPARTMENT MONTHLY REPORTS

Sewer Report was presented by Rich Potter. Mr. Potter stated that he had performed maintenance on areas of the sewer plant that had not been performed in a long time. Jerry Warren, Town Engineer stated that the sewer project is ranked number two (2) on the State Revolving Fund. The PLC unit at the plant is obsolete and has been being changed out about every two years due to the heat in the blower room. The filters were changed out on the blowers and the temperature dropped from one hundred and five (105) degrees to ninety-one (91) degrees in the room in eleven (11) minutes. Mr. Potter stated that they have replaced the D.O., D.O Probe, and the PH meter. The IDEXX unit is still being replaced. VFD's would have a payback time of approximately thirteen (13) months. He is working on addressing other items including the Duckweed. The sewer line is missing the rain guards on some of the manholes. Mr. Potter would like direction from the Board on fixing these issues. Water Report was presented by Rich Potter. The current reduction in water loss was discussed. The pump station is running well it is costing one hundred and forty dollars (\$140.00) per month for electricity. Mr. Brian Grisham stated that the leaks that were identified this month were small. Alderman Fraser made a motion to accept the sewer/water report. Motion seconded by Alderman Garrett. 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 Garrett 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 Vice Mayor Dyer; see attachment C. Total spent was three hundred forty-one dollars and twenty-seven cents (\$341.27). Alderman Fraser made a motion to accept the report as presented. Motion seconded by Alderman Garrett. 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 Garrett. Motion passed unopposed.

Lion's Club water and sewer bill for the period 6/12/2019 – 7/15/2019 was high at one hundred and forty-two dollars and twenty-seven cents (\$142.27). The Town had budgeted for fifty-five

dollars (\$55.00) per month to cover both the ballfield and Lion's Club combined. Alderman Garrett made a motion to ask the Lion's Club for reimbursement for the water bill this month and if any other month goes over the budgeted amount to seek payment from the Lion's Club for the bill. Alderman Fraser seconded the motion. Motion passed unopposed.

Engineer Report was presented by Jerry Warren, Town Engineer. The State Revolving Fund has published their priority ranking list. The Town's projects are ranked on both the Drinking Water and the Clean Water list. The water meters are ranked higher on the Clean Water (Sewer) list than on the Drinking Water list. The Sewer Plant improvements are ranked second (#2) on the Clean Water List. These funds are part loan and part grant with the payments based on interest rates and the Town's ability to pay, which is at thirty (30), this ability to pay ranking is really good.

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

#### OLD BUSINESS

Storm Drain Damage/Sidewalk Holes - Vice Mayor Dyer opened the discussion with the current status of repairs. Vice Mayor Dyer stated that the consultant that came to look at the holes advised both himself and Mayor Armstrong that there shouldn't be any parking on the sidewalk. Storm drains are opening up under the sidewalk. Parking on the storm drains continues to be a contributing factor to their current deterioration. The Town will be getting bids on repairs as the holes are getting bigger. Discussion was held concerning inviting the business owners to a meeting and buying metal construction plates for safety when the rental plates are removed. These metal road construction plates would be used until the holes could be repaired. Alderman Rogers made a motion to purchase metal plates to replace the rented ones. Motion seconded by Alderman Fraser. Motion passed unopposed.

Title VI Training – Mrs. Tetlow reported that the required yearly training has been completed by all full time and part time employees.

#### NEW BUSINESS

Sewer Contract – Discussion was held concerning the definition of the scope of services, general maintenance, and billable versus included services. Alderman Rogers made a motion to accept the contract as amended pending Kyle Owen's approval of revisions. Motion seconded by Alderman Fraser. Motion passed unopposed.

Chief Brian Partridge requested the Board consider some form of compensation for the three members of the Volunteer Fire Department that are planning on attending EMT school. Discussion was held concerning fundraising opportunities to assist the members with cost. Discussion was held concerning the Fire Department Budget and the General Budget. This training will increase the member's ability to treat on medical calls. Alderman Fraser is concerned that the EMT training is not a minimum requirement for the Town and the Department and we are getting into a gray area of the Town's involvement. Discussion was tabled.

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

MAYOR \_\_\_\_\_

ATTESTED \_\_\_\_\_

RECORDER \_\_\_\_\_

# Alexandria Police Department

Attachment A



## Monthly Activity Report

*June 25, 2019 to July 22, 2019*

Calls: 54

Citations: 41

Arrests: 2

Patrol Miles Driven: 2416

Business Door Check: 129

Church Door Checks: 19

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: 15 Calls.**  
13 calls in city limits, 56 responders
- **Average responders per call 4 Per call**
- 140 man hours worked at the fair. W.E.M.A. loaned us their gator for use at the fair.
- No missed calls in this period.
- Still awaiting response from DTC and Firehouse Subs Grants (\$2,200 and \$28,200)
- Lorrie Merriman, Justin Avera, and Luke Partridge start E.M.T. school next month.
- County-wide training set for September.



Monthly Street Report  
June 25, 2019 – July 23, 2019

Co-Op

07-17-19 Cornerstone Plus \$ 53.99

Alexandria Auto Parts

06-28-19 Stein Mix \$ 10.00

Hardware Watertown

06-28-19 Outlet Cover/Light switch \$ 4.13  
 07-11-19 Lockset/3 leys cut \$ 22.99  
 \$ 27.12

Fleet Card

07-02-19 Truck gas \$ 18.15  
 07-09-19 Truck gas \$ 35.01  
 07-11-19 Truck gas \$ 38.86  
 07-19-19 Truck gas \$ 37.79  
 \$ 129.81  
 07-11-19 Tractor \$ 11.12  
 \$ 109.23  
 Total \$ 341.27

Attachment D

6:20 PM  
07/23/19  
Accrual Basis

Town of Alexandria - Water & Sewer Fund  
Profit & Loss Budget vs. Actual  
July 2018 through June 2019

	Jul '18 - Jun 19	Budget
Ordinary Income/Expense		
Income		
Debt Recovery	340.75	
Income		
Connection Fee	6,525.00	
Depreciation Charge	69,654.00	69,042.00
Non-Payment Fee	17,004.07	
Sewer Income	149,410.43	
Sewer Penalty	2,406.43	
Water Income	441,609.34	680,000.00
Water Penalty	7,139.88	
Water Surcharge	970.30	
Water Temporary Turnon	210.00	
Income - Other	5,499.87	
Total Income	700,429.32	749,042.00
Tap Fees		
Sewer	33,000.00	
Water	40,000.00	
Tap Fees - Other	3,117.08	20,000.00
Total Tap Fees	76,117.08	20,000.00
Total Income	776,887.15	769,042.00
Gross Profit	776,887.15	769,042.00
Expense		
Advertising	87.50	42.00
Annual Audit	2,450.00	2,500.00
Bad Debts	272.40	1,805.00
Bank Service Charge	7.00	238.00
Contract Labor		
Sewer	41,694.50	
Water		
Blow Off/Hydrant Install	3,125.00	
Leak Repair 2	44,400.00	
Meter Install/Change out	3,875.00	
Water - Other	60,000.00	
Total Water	111,400.00	
Contract Labor - Other	8,369.96	123,810.00
Total Contract Labor	161,464.46	123,810.00
Depreciation Account Transfer	0.00	57,576.00
Dues	3,826.80	4,215.00
Equipment Purchase	19,560.00	19,560.00
Insurance	14,456.00	14,478.00
Miscellaneous	0.00	18,107.00
Office Supplies	1,215.67	4,022.00
Postage	3,700.01	3,249.00
Reimbursement of overpayment	309.03	0.00
Rent Expense	108.99	16,392.00
Repairs	7,575.68	
Salaries	26,317.02	27,000.00
Sewer Contracted Services		
Professional Services	7,347.50	0.00
Sewer Contracted Services - Other	6,175.00	9,514.00

	Jul '18 - Jun 19	Budget
Total Sewer Contracted Services	13,522.50	9,514.00
Sewer Supplies		
Equipment Repairs	835.39	
Sewer Testing	7,522.50	
Sewer Supplies - Other	12,052.91	28,440.00
Total Sewer Supplies	20,410.80	28,440.00
Supplies	0.00	1,532.00
Tap Install Fees		
Equipment Rental	2,892.08	
Sewer Tap	27,000.00	
Water Tap	34,000.00	
Total Tap Install Fees	63,892.08	
Telephone		
Telemetry	648.72	0.00
Telephone - Other	81.88	660.00
Total Telephone	730.60	660.00
Utilities		
Utilities Sewer		
Sewer Plant Water Expense	1,686.69	600.00
Utilities Sewer - Other	28,068.67	
Total Utilities Sewer	29,755.36	600.00
Utilities Water	27,959.61	
Utilities - Other	0.00	54,708.00
Total Utilities	57,714.97	55,308.00
Water Contracted Services	440.00	
Water Purchased	324,660.93	326,011.00
Water Sales Tax	0.00	35,308.00
Water Supplies		
Contractor Supplies	2,810.26	
Shipping	200.87	
Water Testing	3,066.80	
Water Supplies - Other	25,883.97	58,504.00
Total Water Supplies	31,961.90	58,504.00
Total Expense	754,684.34	808,271.00
Net Ordinary Income	22,202.81	-39,229.00
Other Income/Expense		
Other Income		
Interest Income	981.75	130.00
Total Other Income	981.75	130.00
Net Other Income	981.75	130.00
Net Income	23,184.56	-39,099.00

	Jul '18 - Jun 19	Budget
Ordinary Income/Expense		
Income		
Property Taxes		
Int & Pen on Property Taxes	869.20	
Current Year Property Taxes		
Tax Relief Paid by State	1,139.00	
Current Year Property Taxes - Other	88,105.00	96,117.00
Total Current Year Property Taxes	89,244.00	96,117.00
Ad Valorem		
In Lieu Of Tax	1,986.00	0.00
Ad Valorem - Other	14,069.00	23,000.00
Total Ad Valorem	16,055.00	23,000.00
Prior Year Property Taxes		
Prior Yrs Prop Tax-Chancery	972.74	0.00
Prior Year Property Taxes - Other	4,186.25	3,000.00
Total Prior Year Property Taxes	5,158.99	3,000.00
Total Property Taxes	111,327.19	122,117.00
Citations		
Police Report Fee	30.00	
Citations - Other	30,199.40	35,000.00
Total Citations	30,229.40	35,000.00
Intergovernmental Revenues		
State beer tax	447.20	
City Income Tax	1,936.52	
Grants	36,200.00	32,000.00
Local Sales Tax - County	105,179.51	76,500.00
State Excise Tax	7,270.51	3,000.00
State gasoline & fuel tax	35,670.85	27,000.00
State Sales Tax	85,104.32	74,000.00
Telecommunication- State	6,411.43	6,000.00
TVA in Lieu of Tax	11,439.36	11,300.00
Total Intergovernmental Revenues	289,659.70	229,800.00
Other Revenues		
Beer Permit	800.00	500.00
Donations		
Park	558.73	
Donations parade	200.00	
Donation - Eastview Cemetery	2,740.00	3,000.00
Donations - Other	259.00	350.00
Total Donations	3,757.73	3,350.00
Miscellaneous Income	43.55	0.00

	Jul '18 - Jun 19	Budget
Zoning/Variance	900.00	
Total Other Revenues	5,501.28	3,850.00
Rent and Lease Payments		
Charter Rent	1,650.00	1,800.00
Seay Church	3,000.00	3,000.00
Total Rent and Lease Payments	4,650.00	4,800.00
Supplement salary-Police	209.00	1,800.00
Taxes		
Cable TV Franchise Fee		
DTC Wireless Franchise Fee	2,372.84	0.00
Cable TV Franchise Fee - Other	8,068.47	7,600.00
Total Cable TV Franchise Fee	10,441.31	7,600.00
Wholesale Beer Tax	41,916.58	41,230.00
Total Taxes	52,357.89	48,830.00
Total Income	493,934.46	446,197.00
Gross Profit	493,934.46	446,197.00
Expense		
Eastview Cemetery Repair and Ma	2,000.00	
Fire Department		
Professional Fees	278.98	240.00
Equipment & Radios		
Miscellaneous	313.83	0.00
Equipment & Radios - Other	3,137.98	7,280.00
Total Equipment & Radios	3,451.81	7,280.00
Gas & Oil	1,026.05	1,000.00
Repairs & Maintenance	2,705.52	2,650.00
Supplies & Disposables	711.24	760.00
Training & Related		
Stipend	2,265.00	2,800.00
Training & Related - Other	70.00	70.00
Total Training & Related	2,335.00	2,870.00
Total Fire Department	10,508.60	14,800.00
General Government		
Donations	232.80	0.00
Reimbursement - Mileage	532.47	500.00
Advertising	763.69	200.00
Animals/food or Euthanasia	5.49	50.00
Annual dues	819.86	203.00
Audit	2,450.00	2,500.00
	Jul '18 - Jun 19	Budget
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	1,622.83	1,668.00
Council Meeting Stipend	1,825.00	2,400.00
Drug Fund Pmts	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	18,181.78	27,000.00
Mayor Wireless	0.00	600.00
Miscellaneous	416.48	1,000.00
Office Supplies & Postage	3,933.44	4,090.00
Repairs and Maintenance		
Seay Church Maintainence	75.00	
Repairs and Maintenance - Other	1,184.45	1,000.00
Total Repairs and Maintenance	1,259.45	1,000.00
Salaries	22,745.07	24,500.00
Utilities and Telephone		
Ball Park & Lions Club Water/Se	671.91	600.00
City Hall Water & Sewer	541.57	600.00
Old City Hall Water/Sewer	282.25	600.00
Utilities and Telephone - Other	13,010.17	11,456.00
Total Utilities and Telephone	14,505.90	13,256.00
Total General Government	96,306.32	106,995.00
Police Department		
E-911	28,200.00	28,200.00
Gas	9,404.34	8,000.00
Materials, Equipment & Supplies	5,349.63	6,000.00
Miscellaneous	800.70	750.00
Police Department Wireless	1,576.99	2,000.00
Salaries	143,202.45	144,000.00
Training of Personnel	1,342.04	1,250.00
Vehicle Repairs & Maintenance	4,326.92	2,000.00
Total Police Department	194,203.07	192,200.00
Senior Citizens		
Miscellaneous	55.17	50.00
Repairs & Maintenance	80.00	1,000.00
Supplies	0.00	8.00
Utilities		
Water/Sewer	495.95	600.00
Utilities - Other	3,835.17	4,232.00

	Jul '18 - Jun 19	Budget
Total Utilities	4,331.12	4,832.00
Total Senior Citizens	4,466.29	5,890.00
Streets Dept.		
Asphalt & Paving Materials	480.15	500.00
Electric & Gas Utilities	10,280.44	10,068.00
Equipment Repairs	3,245.96	3,000.00
Gasoline	3,307.77	2,571.00
Materials & Supplies	2,119.72	3,068.00
Miscellaneous	95.14	150.00
Streets Dept. Salaries	39,444.71	39,500.00
Uniforms/Safety Equipment	0.00	200.00
Vehicle Repairs	226.86	250.00
Wireless	145.05	201.00
Total Streets Dept.	59,345.80	59,508.00
Total Expense	366,830.08	379,393.00
Net Ordinary Income	127,104.38	66,804.00
Other Income/Expense		
Other Income		
Fire Dept Grant Monies	500.00	0.00
GHSO-Grant	2,589.01	5,000.00
Total Other Income	3,089.01	5,000.00
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	5,000.00
Net Income	128,997.91	71,804.00