

## Town of Alexandria

### Minutes for Meeting May 25, 2021

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on May 25, 2021 at 7:00 P.M. The meeting was held in the conference room at the Alexandria Town Hall – DeKalb County, Tennessee.

The council members in attendance were: Lloyd Dyer, Lynne Dickerson, Charlie Fraser, Rusty Bradshaw, and Beth Tripp. Quorum established. Attorney Vester Parsley was also present. Vice Mayor Lloyd Dyer led the meeting in the absence of Mayor Bennett Armstrong. The meeting commenced with the Pledge and a prayer led by Attorney Parsley.

Vice Mayor Dyer requested that the minutes from the April 27, 2021 meeting be reviewed. Alderman Charlie Fraser made a motion to accept the minutes for April 27, 2021 as presented. Motion seconded by Alderman Lynne Dickerson. Motion passed unopposed.

Second Reading of the Beer Ordinance 2020-1 Amending Title 8 by updating the number of Permits. Public Meeting opened to the citizens. Mr. Chris Combs stated that he approved of the increase as it would help the Town with additional taxes. Alderman Beth Tripp advised the Board of a potential conflict as she has accepted a position at DJ's Steak House. Alderman Fraser made a motion to accept the Ordinance 2020-1 as presented. Alderman Dickerson seconded the motion. Roll Call vote.

Dickerson – Aye

Fraser – Aye

Bradshaw – Aye

Tripp – Aye

Motion passed.

Vice Mayor Dyer opened the floor for citizen's comments.

Shae Flatt addressed the Board concerning holding a fund raiser at the Park to raise funds for park equipment. The current plan for the community event would be a free movie night with paid concessions. Vice Mayor Dyer and Alderman Beth Tripp discussed the proper recordkeeping for donations and the handling of funds. Vester Parsley advised the Board that they would need to contact the insurance company to see what is needed. The Board advised that all future fund raisers need to be approved, reported, and deposited into the Park account.

On Call BBQ requested to have a movie night at the City Park to raise funds for their business. They would be charging a fee to those attending. The Board did not approve the request.

#### DEPARTMENT MONTHLY REPORTS

Water/Sewer Report was presented by Mr. Rich Potter. Mr. Potter went over the MOR/DMR reporting. He spoke with the EPA concerning the formula being used to calculate the Permit limits. Mr. Potter recalculated the MOR's to reflect the new formula. Water had a pump go out and was replaced. We also had a VFD need to be replaced this month. Sewer Lift station is still running on one pump the second pump is out for repairs. Water loss for last month was seventeen percent (17%). Directors Order DWS21-0030 was discussed.

Police report was presented by Chief Chris Russell; see attachment A.

Fire report was presented by Assistant Chief John Partridge; see attachment B.

Street report was presented by Vice Mayor Dyer; see attachment C.

Financial Report was presented by Mrs. Elizabeth Tetlow, CMFO; see attachment D. Water and Sewer Report does not account for Depreciation Expense or Interest. Mrs. Tetlow advised that Mrs. Jessica Cripps has tendered her resignation for the position of Water/Court Clerk. American Rescue Plan Act was discussed. Mayor Armstrong is seeking quotes on repairs on Seay Church.

Engineering Report was presented by Jerry Warren. Bid opening for the road repair at Industrial and Edgewood was held earlier in the day. Low Bid was ADC, Inc out of Lebanon with thirty-one thousand two hundred and twenty-five dollars (\$31,225.00). Restricted Street funds were discussed as well as the status of the Governor's Grant.

Attorney report was presented by Attorney Vester Parsley. Mr. Parsley discussed Wilson Water Authority water line and Director's Order DWS21-0030. He advised the Town to pay the fine due to the fact that the cost to appeal the Director's Order would outweigh the fine. He sent one letter concerning the issue on Gin Alley and will be calling Mr. David Crook concerning his property.

Mayor report was presented by Vice Mayor Dyer. Mayor Armstrong is on vacation, Vice Mayor Dyer had nothing to add.

#### NEW BUSINESS

Director's Order DWS21-0030 fines the Water Department equal a total of seven hundred and eighty-two dollars and forty cents (\$782.40) and require additional reporting. Alderman Tripp made a motion to pay the fine and comply with the additional reporting. Motion seconded by Alderman Frasier. Roll Call vote.

Dickerson – Aye  
Fraser – Aye  
Bradshaw – Aye  
Tripp – Aye  
Motion passed

Resolution 20210525A DWF 2021-234 was read authorizing borrowing funds from State Revolving Fund in the amount of twenty thousand dollars (\$20,000.00) for the planning part of the radio read water meter project. Alderman Fraser made a motion to accept Resolution 20210525A as presented. Alderman Dickerson seconded the motion. Motion passed unopposed.

Resolution 20210525B SRF 2021-456 was read authorizing borrowing funds from State Revolving Fund in the amount of fifty thousand dollars (\$50,000.00) for the planning of the wastewater upgrade project. Alderman Fraser made a motion to accept Resolution 20210525B as presented. Alderman Tripp seconded the motion. Motion passed unopposed.

First reading of Ordinance 2020-2 Amending 2020-2021 Budget. Alderman Fraser made a motion to accept Ordinance 2020-2 Amending 2020-2021 Budget as presented. Alderman Trip seconded the motion. Roll Call vote.

Dickerson – Aye  
Fraser – Aye  
Bradshaw – Aye  
Tripp – Aye  
Motion passed

First reading of Ordinance 2020-3 2021-2022 Budget. Alderman Fraser made a motion to accept Ordinance 2020-3 2021-2022 Budget as presented. Alderman Trip seconded the motion. Motion passed unopposed.

Discussion was held concerning the billboard at the corner of Route 70 and West Main Street. Alderman Fraser will check on the possible cost of the replacement and the donors on the original sign.

#### OLD BUSINESS

Industrial Road Sign Replacement – The Town has received one quote on the replacement of the sign at the corner of Industrial Road and Edgewood Street.

Arbutus Dotson-Morrison addressed the Board concerning the traffic on Poplar and Church Street. A semi-truck delivered to DTC at 8am this morning and traveled down Church Street turning on

Poplar Street. She requested additional signage prohibiting large trucks on these smaller streets and a review of the speed limits on these secondary streets.

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

MAYOR \_\_\_\_\_

ATTESTED \_\_\_\_\_

RECORDER \_\_\_\_\_

Attachment A

## Alexandria Police Department



### Monthly Activity Report

*April 27, 2021 to May 25, 2021*

Calls: 51

Citations: 23

Arrests: 6

Patrol Miles Driven: 2024

Business Door Check: 108

Church Door Checks: 13

New Business:

Attachment B



## ALEXANDRIA FIRE DEPARTMENT

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

### MONTHLY ACTIVITY REPORT

**April 28<sup>th</sup> 2020 to May 25<sup>th</sup>, 2021**

- Calls answered, Emergency and Service: **6 Calls.**
- 4 calls in city, 2 outside city.
- Purchased battery powered ventilation saw. \$1,150 from Middle TN Natural Gas Grant.
- Purchased four sets of Swift-water Rescue Gear. Includes Personal Flotation Device (PFD), Water Rescue Helmet, Rope Throw-Bag and Duffle bag for storage.
- Three members attending swift-water course
- Emergency Medical Responder Class ending May 25<sup>th</sup>. Both members passed the class and are waiting to take National Registry Exam.
- Members attending a countywide Rapid Intervention Team Training course June 12<sup>th</sup>.



# Town of Alexandria Street Department



## Monthly Street Report April 27, 2021 - May 25, 2021

|                              |                             |          |                  |
|------------------------------|-----------------------------|----------|------------------|
| <u>Parker Small Engine</u>   |                             |          |                  |
|                              | 5/15/2021 Oil Filter Mower  | \$ 32.50 | \$ 32.50         |
| <u>TSC</u>                   |                             |          |                  |
|                              | 4/29/2021 Weed Eater String | \$ 31.98 | \$ 31.98         |
| <u>Alexandria Auto Parts</u> |                             |          |                  |
|                              | 4/26/2021 Tire Repair       | \$ 15.00 | \$ 15.00         |
| <u>Co-Op</u>                 |                             |          |                  |
|                              | 4/29/2021 Cornerstone Spray | \$ 53.99 | \$ 53.99         |
| <u>Fleet Card</u>            |                             |          |                  |
|                              | 4/28/2021 Truck gas         | \$ 49.24 |                  |
|                              | 5/4/2021                    | \$ 43.48 |                  |
|                              | 5/10/2021                   | \$ 32.23 |                  |
|                              | 5/13/2021                   | \$ 41.39 |                  |
|                              | 5/20/2021                   | \$ 43.20 | \$ 205.38        |
|                              | 4/28/2021 Mower Gas         | \$ 27.00 |                  |
|                              | 5/4/2021                    | \$ 21.66 |                  |
|                              | 5/10/2021                   | \$ 26.26 |                  |
|                              | 5/13/2021                   | \$ 23.42 |                  |
|                              | 5/18/2021                   | \$ 32.54 | \$ 130.88        |
|                              |                             |          | \$ 340.42        |
|                              | <b>Total</b>                |          | <b>\$ 441.39</b> |

| 3:39 PM<br>05/25/21<br>Accrual Basis | Town of Alexandria<br>Profit & Loss Budget vs. Actual<br><small>July 2020 through April 2021</small> |                   |                   |
|--------------------------------------|------------------------------------------------------------------------------------------------------|-------------------|-------------------|
|                                      | Jul '20 - Apr 21                                                                                     | Budget            | \$ Over Budget    |
| <b>Ordinary Income/Expense</b>       |                                                                                                      |                   |                   |
| <b>Income</b>                        |                                                                                                      |                   |                   |
| Property Taxes                       | 113,834.77                                                                                           | 103,427.00        | 10,407.77         |
| Citations                            | 24,127.44                                                                                            | 29,166.00         | -5,038.56         |
| Intergovernmental Revenues           | 219,645.95                                                                                           | 169,064.00        | 50,581.95         |
| Other Revenues                       | 4,748.45                                                                                             | 700.00            | 4,048.45          |
| Rent and Lease Payments              | 4,175.00                                                                                             | 4,250.00          | -75.00            |
| Supplement salary-Police             | 0.00                                                                                                 | 2,400.00          | -2,400.00         |
| Taxes                                | 43,797.25                                                                                            | 38,469.00         | 5,328.25          |
| <b>Total Income</b>                  | <b>410,328.86</b>                                                                                    | <b>347,476.00</b> | <b>62,852.86</b>  |
| <b>Gross Profit</b>                  | <b>410,328.86</b>                                                                                    | <b>347,476.00</b> | <b>62,852.86</b>  |
| <b>Expense</b>                       |                                                                                                      |                   |                   |
| USDA Loan                            | 24,510.00                                                                                            |                   |                   |
| Fire Department                      | 8,023.22                                                                                             | 12,368.00         | -4,344.78         |
| General Government                   | 94,715.23                                                                                            | 107,800.73        | -13,085.50        |
| Police Department                    | 183,674.90                                                                                           | 205,912.00        | -22,237.10        |
| Senior Citizens                      | 3,684.91                                                                                             | 5,191.66          | -1,506.75         |
| Streets Dept.                        | 45,054.36                                                                                            | 53,975.64         | -8,921.28         |
| <b>Total Expense</b>                 | <b>359,662.62</b>                                                                                    | <b>385,248.03</b> | <b>-25,585.41</b> |
| <b>Net Ordinary Income</b>           | <b>50,666.24</b>                                                                                     | <b>-37,772.03</b> | <b>88,438.27</b>  |
| <b>Other Income/Expense</b>          |                                                                                                      |                   |                   |
| Other Income                         | 56,694.01                                                                                            | 4,441.00          | 52,253.01         |
| Other Expense                        | 61,859.09                                                                                            | 0.00              | 61,859.09         |
| <b>Net Other Income</b>              | <b>-5,165.08</b>                                                                                     | <b>4,441.00</b>   | <b>-9,606.08</b>  |
| <b>Net Income</b>                    | <b>45,501.16</b>                                                                                     | <b>-33,331.03</b> | <b>78,832.19</b>  |

Town of Alexandria - Water & Sewer Fund  
Profit & Loss Budget vs. Actual

July 2020 through April 2021

|                         | Jul '20 - Apr 21 | Budget     | \$ Over Budget |
|-------------------------|------------------|------------|----------------|
| Ordinary Income/Expense |                  |            |                |
| Income                  |                  |            |                |
| Income                  |                  |            |                |
| Bad Debt Payments       | 85.00            | 0.00       | 85.00          |
| Sewer Income            | 164,555.17       | 165,337.50 | -782.33        |
| Water Income            | 553,405.72       | 565,509.20 | -12,103.48     |
| Total Income            | 718,045.89       | 730,846.70 | -12,800.81     |
| Tap Fees                |                  |            |                |
| Sewer                   | 3,000.00         | 12,000.00  | -9,000.00      |
| Water                   | 17,500.00        | 15,000.00  | 2,500.00       |
| Total Tap Fees          | 20,500.00        | 27,000.00  | -6,500.00      |
| Total Income            | 738,545.89       | 757,846.70 | -19,300.81     |
| Gross Profit            | 738,545.89       | 757,846.70 | -19,300.81     |
| Expense                 |                  |            |                |
| Bad Debts               | 4,811.28         | 0.00       | 4,811.28       |
| Bank Service Charge     | 25.00            |            |                |
| Equipment Purchase      | 1,469.00         | 32,000.00  | -30,531.00     |
| Sewer Department        | 103,149.46       | 146,103.00 | -42,953.54     |
| Tap Install Fees        |                  |            |                |
| Sewer Tap               | 2,000.00         | 0.00       | 2,000.00       |
| Water Tap               | 14,000.00        | 0.00       | 14,000.00      |
| Total Tap Install Fees  | 16,000.00        | 0.00       | 16,000.00      |
| Water Department        | 268,686.76       | 421,293.48 | -152,606.72    |
| Water Meters            | 5,928.00         | 6,000.00   | -72.00         |
| Total Expense           | 400,069.50       | 605,396.48 | -205,326.98    |
| Net Ordinary Income     | 338,476.39       | 152,450.22 | 186,026.17     |
| Other Income/Expense    |                  |            |                |
| Other Income            |                  |            |                |
| Grants                  | 31,350.00        | 29,500.00  | 1,850.00       |
| Interest Income         | 271.75           | 0.00       | 271.75         |
| Other Income            | 1,031.10         | 0.00       | 1,031.10       |
| TDOT                    | 43,642.50        |            |                |
| Total Other Income      | 76,295.35        | 29,500.00  | 46,795.35      |
| Other Expense           |                  |            |                |
| ECD Planning - Grant    | 33,000.00        | 0.00       | 33,000.00      |
| TDOT SR-26              | 49,007.50        |            |                |
| Total Other Expense     | 82,007.50        | 0.00       | 82,007.50      |
| Net Other Income        | -5,712.15        | 29,500.00  | -35,212.15     |
| Net Income              | 332,764.24       | 181,950.22 | 150,814.02     |