

Town of Alexandria

Minutes for Meeting January 22, 2019

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on January 22, 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: Lynne Dickerson, Charlie Fraser, Ryan Garrett, 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 December 18th meeting be reviewed. Alderman Charlie Fraser made a motion to accept the minutes for December 18, 2018 as presented. Motion seconded by Alderman Lynne Dickerson. Motion passed unopposed.

Mayor Armstrong opened the floor for citizen's comments. No comments from citizens.

DEPARTMENT MONTHLY REPORTS

Sewer Report was presented by Dale Smith. The Town received a letter from the State Division of Water Resources concerning suspended solids violations that were being caused by the algae bloom in the post equalization basin. Mr. Smith has written a draft letter for Mayor Armstrong to respond to the State. He is currently working with Jerry Warren to address the nutrient levels at the sewer plant and the upgrades required to conform to the required permit. Mr. Smith brought a draft contract for the board to review. Alderman Fraser made a motion to accept the sewer report. Motion seconded by Alderman Ryan Garrett. Motion passed unopposed.

Water Report was presented by Rich Potter. The price for the backup pressure valve is three thousand seven hundred and eighty nine dollars (\$3789.00). We are still waiting on the repair bill from John Bouchard for the work he completed last month on the pump house motors. These motors are being damaged by the chlorine gases from the water entering the clear well. Mr. Potter proposed the installation of a vent and piping that would address the buildup of chlorine gas in the building. He believes it would cost about nine hundred dollars (\$900.00) to correct the issue. Booster station is ready for the VFD's to be installed. If all the inspections are able to be scheduled timely they are hoping to be up and running by the end of February. Mr. Brian Grisham addressed the board concerning the meter boxes for the apartments on Hwy 70. Mr. Grisham also completed the testing of the fire hydrants. The sewer and water taps that are being installed for the new builds on East Main were discussed. Alderman Fraser made a motion to accept the water report. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Alderman Dickerson made a motion to have the chlorine repairs made to the pump house. Motion seconded by Alderman Fraser. Motion passed unopposed.

Police report was presented by Police Chief 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 was presented by Fire Assistant Chief John Partridge; see attachment B. The fire department is working with Smithville Fire Department on writing an auto aid agreement for Smithville to be able to cover Alexandria with their ladder truck for large building, structure fires. DeKalb County is also writing an auto aid agreement for medical calls. Alderman Dickerson made a motion to accept the fire report as presented. Alderman Bridgette Rogers seconded the motion. Motion passed unopposed.

Streets report was presented by Mayor Armstrong; see attachment C. Total spent \$245.24. Discussion was held concerning asphalt cold patch for Streets and Water Department. Alderman Dickerson made a motion to accept the report as presented. Motion seconded by Alderman Fraser. Motion passed unopposed.

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

Mayor's report was presented by Mayor Armstrong. Mayor Armstrong met with Susan Williams of the Chamber of Commerce concerning grants to beautify the town square. The Grant has a one year rotation that just completed. The grant would pay a portion of the monies that are expended by the business owners toward the beautification of the square on a sliding basis over multiple years. Motion was made to accept the Mayor's report as presented by Alderman Fraser and seconded by Alderman Dickerson. Motion passed unopposed.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley had nothing to discuss. Alderman Fraser made a motion to accept the report as presented. Alderman Dickerson seconded the motion. Motion passed unopposed.

OLD BUSINESS

Mayor Armstrong presented Alderman Lynne Dickerson with her certificate for completing the Elected Officials Training. He also addressed the training components required for all Aldermen. Mrs. Tetlow went over the Utility Board Training that is required for the Aldermen.

Mayor Armstrong led the discussion on the Town's response to the Division of Water Resources. He turned the floor over to town engineer, Jerry Warren. Radio read meter replacement could have an 18% decrease in unmetered water loss. The cost for 900 meters is between four hundred and five hundred thousand dollars (\$400,000 - \$500,000). State Revolving Fund requires a letter to request the town to be rated for possible funding to cover upgrades to the water and sewer system. USDA money can go a longer term to cover the life of the sewer system repairs and upgrades. The upgrades to the sewer plant are still being determined based on testing. Currently we are looking for the best place to find funding and grant money. Mrs. Tetlow went over the 5 year Capital Project Plan from the workshop for the rate study that is required for Water and Wastewater Order. Water's Capital Projects include a thirty thousand dollar (\$30,000) water pump and the five hundred thousand dollar (\$500,000) radio read meters. The Sewer's Capital Projects include the Inflow and Infiltration testing and Clean/Camera the lines as linked to the sewer plant upgrade. Motion was made by Alderman Garret to have Jerry Warren pursue the State Revolving Fund rating. Motion was seconded by Alderman Rogers. Mayor Armstrong called for a roll-call vote.

Dickerson – Aye

Frasier – Aye

Garrett – Aye

Rogers – Aye

Motion passed.

NEW BUSINESS

Fire Department – Grant Writing Approval. Assistant Chief Partridge addressed the board concerning approval to seek a grant from Firehouse Subs for the Fire Department to replace the extrication equipment. This is a 100% grant; no monies are required from the town. Alderman Rogers made a motion to give the Fire Department authority to seek the grant from Firehouse Subs. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Mayor Armstrong addressed the contracts for Kyle Owen, Water Department and Dale Smith, Sewer Department. Kyle Owen's contract is up for review in February. Discussion was held concerning the contracts and the town's needs. Workshop to have Kyle Owen present his contract for Water Department to the Board was scheduled for 6:30pm on January 31, 2019.

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

MAYOR _____

ATTESTED _____

RECORDER _____

Attachment A

Alexandria Police Department



Monthly Activity Report

December 18, 2018 to January 21, 2019

Calls: 67
 Citations: 29
 Arrests: 6
 Patrol Miles Driven: 2825
 Business Door Check: 143
 Church Door Checks: 25

Attachment B



ALEXANDRIA FIRE DEPARTMENT 102 High Street, P.O. Box 277
 Alexandria, TN 37012

MONTHLY ACTIVITY REPORT
December 18, 2018 through January 22, 2019

- Calls answered, Emergency and Service: **3 Calls.**
 3 calls in city limits, 7 responders
- Average responders per call **2.3 Per call**
- New Engine has been placed in-service. Still some items left to complete.
- Automatic Aid Agreement with Smithville Fire Department for ladder truck response on large or commercial buildings.
- Automatic Aid Agreement with DeKalb County EMS for medical response outside town.
- Grant for new vehicle extrication tools. \$25,000 from Firehouse Subs Foundation. No matching funds from the town.
- Three grants have been written and submitted
 1. DeKalb Telephone Cooperative- \$2,100 for firefighting nozzles
 2. Middle Tennessee Electric- \$1000 for Honda portable generator
 3. Harbor Freight-\$500 for portable generator



Attachment C

Monthly Street Report
December 18, 2018 - January 22, 2019

<u>Hardware of Watertown</u>		
12-27-18	Black top patch	\$ 77.96
<u>Fleet Card</u>		
12-18-18	Truck gas	\$ 25.54
12-20-18	Truck gas	\$ 20.15
12-27-18	Truck gas	\$ 23.33
01-04-19	Truck gas	\$ 26.88
01-08-19	Truck gas	\$ 11.56
01-10-19	Truck gas	\$ 23.62
01-15-19	Truck gas	\$ 17.00
01-18-19	Truck gas	\$ 19.20
		<u>\$ 167.28</u>
Total		\$ 245.24

Attachment D

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01/22/19
Cash Basis

Town of Alexandria - Water & Sewer Fund
Profit & Loss Budget vs. Actual
July 1, 2018 through January 15, 2019

	Jul 1, '18 - Jan 15, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Debt Recovery	340.75	0.00	340.75
Income			
Depreciation Charge	41,232.00	34,308.00	6,924.00
Sewer Income	76,274.17	0.00	76,274.17
Water Income	262,491.27	374,528.40	-112,037.13
Income - Other	27,436.91	0.00	27,436.91
Total Income	407,434.35	408,834.40	-1,400.05
Tap Fees			
Sewer	21,225.00	0.00	21,225.00
Water	24,000.00	0.00	24,000.00
Tap Fees - Other	375.00	10,000.00	-9,625.00
Total Tap Fees	45,600.00	10,000.00	35,600.00
Total Income	453,034.35	418,834.40	34,200.00
Gross Profit	453,034.35	418,834.40	34,200.00
Expense			
Advertising	87.50	22.75	64.75
Annual Audit	2,450.00	2,500.00	-50.00
Bad Debts	170.10	368.75	-198.65
Bank Service Charge	7.00	129.10	-122.10
Contract Labor			
Sewer	24,904.68	0.00	24,904.68
Water			
Blow Off/Hydrant Install	3,125.00	0.00	3,125.00
Leak Repair 2	35,500.00	0.00	35,500.00
Meter Install/Change out	1,500.00	0.00	1,500.00
Water - Other	35,000.00	0.00	35,000.00
Total Water	75,125.00	0.00	75,125.00
Contract Labor - Other	0.00	67,063.75	-67,063.75
Total Contract Labor	100,029.68	67,063.75	32,965.93
Depreciation Account Transfer	0.00	22,842.00	-22,842.00
Dues	2,086.80	1,823.00	273.80
Equipment Purchase	0.00	10,595.00	-10,595.00
Insurance	14,456.00	14,478.00	-22.00
Miscellaneous	0.00	9,808.50	-9,808.50
Office Supplies	16.35	225.00	-208.65
Postage	1,818.25	1,759.91	58.14
Professional Services	250.00	0.00	250.00
Reimbursement of overpayment	95.90	0.00	95.90
Rent Expense	0.00	8,879.00	-8,879.00
Repairs	24,317.00	0.00	24,317.00
Salaries	15,310.80	14,625.00	685.80
Sewer Contracted Services	3,550.00	5,153.44	-1,603.44
Sewer Supplies	6,629.47	6,668.96	-39.49
Sewer Testing	3,215.00	0.00	3,215.00
Supplies	0.00	929.70	-929.70
Tap Install Fees			
Equipment Rental	600.00	0.00	600.00
Sewer Tap	10,000.00	0.00	10,000.00
Water Tap	16,000.00	0.00	16,000.00
Total Tap Install Fees	26,600.00	0.00	26,600.00
Telephone	406.24	265.43	139.81
Utilities			
Utilities Sewer	14,824.11	325.00	14,499.11
Utilities Water	14,982.30	0.00	14,982.30
Utilities - Other	0.00	29,795.34	-29,795.34

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Profit & Loss Budget vs. Actual
July 1, 2018 through January 15, 2019

	Jul 1, '18 - Jan 15, 19	Budget	\$ Over Budget
Total Utilities	29,806.41	30,120.34	-313.93
Water Purchased	170,987.30	158,871.75	12,115.55
Water Sales Tax	21,724.79	18,775.50	2,949.29
Water Supplies	18,360.66	38,955.88	-20,595.22
Total Expense	442,385.15	414,861.76	27,523.39
Net Ordinary Income	10,989.95	3,972.64	7,017.31
Other Income/Expense			
Other Income			
Interest Income	946.37	83.36	863.01
Total Other Income	946.37	83.36	863.01
Net Other Income	946.37	83.36	863.01
Net Income	11,936.32	4,056.00	7,880.32

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Accrual Basis

Town of Alexandria
Profit & Loss Budget vs. Actual
July 1, 2018 through January 15, 2019

	Jul 1, '18 - Jan 15, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Property Taxes	47,834.81	48,125.00	-1,290.19
Citations	18,425.62	18,957.50	-531.88
Intergovernmental Revenues	115,161.41	95,577.50	18,583.91
Other Revenues			
Beer Permit	800.00	500.00	300.00
Donations	2,940.00	1,625.00	1,315.00
Miscellaneous Income	42.30	0.00	42.30
Zoning	300.00	0.00	300.00
Total Other Revenues	4,082.30	2,125.00	1,957.30
Rent and Lease Payments	2,650.00	2,600.00	50.00
Supplement salary-Police	1,859.26	900.00	959.26
Taxes	29,316.99	26,449.50	2,867.49
Total Income	219,330.39	196,734.50	22,595.89
Gross Profit	219,330.39	196,734.50	22,595.89
Expense			
Christmas pd w/donations	82.80	0.00	82.80
Donations	-109.00	0.00	-109.00
Eastview Cemetery Repair and Ma	2,000.00	0.00	2,000.00
Fire Department			
Professional Fees	238.98	240.00	-1.02
Equipment & Radios	1,128.13	1,650.00	-521.87
Gas & Oil	496.36	507.50	-11.14
Repairs & Maintenance	2,149.86	1,500.00	649.86
Supplies & Disposables	472.87	485.00	-12.13
Training & Related	850.00	3,200.00	-2,350.00
Total Fire Department	5,336.20	7,582.50	-2,246.30
General Government			
Reimbursement - Mileage	418.96	280.00	138.96
Advertising	449.32	187.50	259.42
Animals/food or Euthanasia	0.00	50.00	-50.00
Annual dues	619.86	101.50	518.36
Audit	2,450.00	1,250.00	1,200.00
Background Check	29.00	29.00	0.00
Building Maintenance	87.63	231.00	-143.37
Capital Expenditures	1,325.00	1,600.00	-275.00
Christmas Bonuses	1,843.68	1,900.00	-56.32
CMFO training & mileage	691.77	984.00	-272.23
Council Meeting Stipend	925.00	1,300.00	-375.00
Drug Fund Pmts	5,210.00	5,985.00	-375.00
Equipment & Supplies	91.71	74.00	17.71
Insurance and Surety Bond	17,879.00	19,847.00	-1,968.00
Legal and Professional	10,575.78	14,625.00	-4,049.22
Mayor Wireless	0.00	325.00	-325.00
Miscellaneous	171.69	525.00	-353.31
Office Supplies & Postage	2,486.64	2,220.00	266.64
Property Tax Pmt Reimbursement	89.00	0.00	89.00
Repairs and Maintenance	910.23	900.00	10.23
Salaries	10,212.92	9,795.50	417.42
Utilities and Telephone			
Ball Park & Lions Club Water/Se	190.10	325.00	-134.90
City Hall Water & Sewer	285.41	325.00	-39.59
Old City Hall Water/Sewer	98.75	325.00	-226.25
Utilities and Telephone - Other	5,947.81	4,567.00	1,380.81
Total Utilities and Telephone	6,521.57	5,542.00	979.57

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Accrual Basis

Town of Alexandria
Profit & Loss Budget vs. Actual
July 1, 2018 through January 15, 2019

	Jul 1, '18 - Jan 15, 19	Budget	\$ Over Budget
Total General Government	62,986.36	67,311.50	-4,325.14
Police Department			
E-911	14,100.00	15,275.00	-1,175.00
Gas	4,941.66	4,311.00	630.66
Litigation Fines & Taxes	1,335.93	0.00	1,335.93
Materials, Equipment & Supplies	1,867.21	3,250.00	-1,382.79
Miscellaneous	219.71	406.00	-186.29
Monthly Licensing and Maintenan	920.00	0.00	920.00
Police Department Wireless	851.47	1,082.00	-230.53
Salaries	69,085.74	72,812.50	-13,726.76
Training of Personnel	372.42	455.00	-82.58
Vehicle Repairs & Maintenance	913.15	1,225.00	-311.85
Total Police Department	84,607.29	98,816.50	-14,209.21
Seay Church			
Maintenance	75.00	0.00	75.00
Seay Church - Other	26.00	0.00	26.00
Total Seay Church	101.00	0.00	101.00
Senior Citizens			
Repairs & Maintenance	0.00	1,000.00	-1,000.00
Supplies	0.00	8.00	-8.00
Utilities	1,906.04	2,594.00	-687.96
Total Senior Citizens	1,906.04	3,602.00	-1,695.96
Streets Dept.			
Asphalt & Paving Materials	77.96	200.00	-122.04
Electric & Gas Utilities	5,491.68	6,054.50	-562.82
Equipment Repairs	50.49	102.00	-51.51
Gasoline	1,801.11	1,394.00	407.11
Materials & Supplies	1,392.27	1,661.50	-269.23
Miscellaneous	55.14	150.00	-94.86
Streets Dept. Salaries	18,334.53	20,552.00	-2,217.47
Uniforms/Safety Equipment	0.00	200.00	-200.00
Vehicle Repairs	226.86	1,200.00	-973.14
Wireless	168.00	109.50	57.50
Total Streets Dept.	27,578.04	31,653.50	-4,075.46
Total Expense	184,488.73	208,966.00	-24,477.27
Net Ordinary Income	34,841.66	-12,231.50	47,073.16
Other Income/Expense	-90.53	3,000.00	-3,090.53
Net Income	34,751.13	-9,231.50	43,982.63