

Town of Alexandria

Minutes for Meeting December 18, 2018

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on December 18, 2018 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, 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 November 27th meeting be reviewed. Alderman Lloyd Dyer made a motion to accept the minutes for November 27, 2018 as presented. Motion seconded by Alderman Charlie Fraser. Motion passed unopposed.

DEPARTMENT MONTHLY REPORTS

Sewer Report skipped as Dale Smith was not present.

Water Report was presented by Rich Potter; see attachment A. Booster station is having an issue; they have hit rock and are not able to get the ground rod in the required 8 feet. They will be digging test holes to find an area without rock. Mr. Potter went over the water system's needs; there is currently no backup pump for the system and there is a pressure valve that regulates the water going into the wet well that has not been replaced since the system was installed. Mr. Potter stated that the approximate cost of having a backup pressure valve is between three thousand two hundred dollars (\$3200.00) and three thousand six hundred dollars (\$3600.00). Mr. Potter reviewed the 2017 Rate Study and stated that had the board complied with the recommended rate adjustments the Utility would have brought in additional revenue of one hundred seventeen thousand dollars (\$117,000) the only change adopted was the change of the overage amounts to seven dollars and seventy-seven cents (\$7.77) should have resulted in forty three thousand dollars (\$43,000) in revenue. Mr. Potter reminded the board that we are again in non-compliance and need to comply with the new rate study. Alderman Bridgette Rogers verified that the fee for an updated pressure valve could be purchased out of the Depreciation account. Alderman Rogers made a motion to have Mr. Potter get a quote on the pressure valve with the cost to be paid for out of the Depreciation account. Motion seconded by Alderman Dyer. Motion passed unopposed.

Alderman Ryan Garrett made a motion was to accept the water report. Motion seconded by Alderman Fraser. Motion passed unopposed.

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

Fire report was presented by Fire Chief Brian Partridge; see attachment C. Chief Partridge contacted the USDA concerning the grant for the fire truck; everything is ready for the purchase. The Alexandria Firefighter Association has received their 501(c) 3 and is now listed as a public charity. Chief Partridge requested approval for the department to be allowed to respond to medical calls outside city limits based on Alexandria's response time. Alderman Dyer made a motion to allow the department to respond to medical calls based on response time. Alderman Lynne Dickerson seconded the motion. Motion passed unopposed.

Alderman Fraser made a motion to accept the fire report as presented. Alderman Dickerson seconded the motion. Motion passed unopposed.

Streets report was presented by Mayor Armstrong; see attachment D. Total spent \$402.74. Alderman Fraser made a motion to accept the report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Financial report was presented by Mrs. Elizabeth Tetlow, MFO; see attachment E. Mrs. Tetlow went over the Contract Labor section of the Water Budget Overview and the completion of the payments on the Inter Fund Loan. In the General Fund, there is an increase in collection of prior year taxes and interest. Alderman Fraser made a motion to accept the financial report as presented. Motion seconded by Alderman Garrett. Motion passed unopposed.

Mayor's report was presented by Mayor Armstrong. Mayor Armstrong reviewed the Order from the Water and Wastewater Financing Board. The order requires a review of the \$6.00 Depreciation Charge and overage increase, a creation of a capitalization policy, and a creation of a five (5) year capitalization budget. This information is required to be updated to the Water and Wastewater Financing Board by April 19, 2019. Town Engineer, Jerry Warren is looking into the upgrades available for the sewer plant in response to the permit violations. 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 reviewed the Lease extension requested by the DeKalb County Fair Association and will discuss the proposal later in the meeting. Alderman Dyer made a motion to accept the report as presented. Alderman Dickerson seconded the motion. Motion passed unopposed.

OLD BUSINESS

Mayor Armstrong stated that the heater replacement in the fire hall has been completed.

Chief Partridge reviewed the Fire Truck the department is recommending the Town purchase. The 2002 Smeal HME Pumper, without warranty, is sixty thousand dollars (\$60,000). Discussion was held concerning the current ISO rating. Alderman Dyer made a motion to purchase the 2002 Smeal HME Pumper for sixty thousand dollars (\$60,000). Motion was seconded by Alderman Dickerson. Alderman Rogers asked about the difference between the budgeted amount [\$59,270] and the purchase price of sixty thousand dollars (\$60,000). Mrs. Diane Blair of the Alexandria Firefighter Association stated that the Association would be covering the seven hundred and thirty dollar (\$730) difference. Mayor Armstrong called for a roll-call vote.

Dyer – Aye

Dickerson – Aye

Frasier – Aye

Garrett – Aye

Rogers – Aye

Motion passed.

Water Account reviews

Tina Gipson – requested a review of her account at the last meeting. The water department monitored the meter and looked for possible leaks. None was found. Discussion was held concerning how water bills fluctuate due to usage. Request for adjustment - Denied

NEW BUSINESS

Jeff McMillian addressed the board concerning the DeKalb County Fair Association's lease of the fairgrounds and a grant to build an agricultural center. Mr. McMillian turned the floor over to Dennis Slager to talk about the building and grant. The USDA grant is for a fifteen thousand

(15,000) square feet enclosed arena that seats seven hundred (700) people, attached is a thirty-two hundred (3200) square foot meeting/event room with bathroom and concessions. This would be a two year project and the USDA would like the current lease which expires in 2024 to be extended for an additional ten (10) years. They would like to add the 8.9 acres that is identified as Map 022 Parcel 002.03 to their lease and remove the area known as the City Park. Attorney Vester reviewed the lease proposal. Discussion was held concerning the benefits of the building. Mr. McMillian offered to discuss the increase in the insurance cost to the Town being covered by the Association. Alderman Rogers made a motion to extend the lease to 2034, add the additional 8.9 acres that is identified as Map 022 Parcel 002.03 to their lease, and retain the 10 year renewal option currently in place. Motion seconded by Alderman Dyer. Mayor Armstrong called for a roll-call vote.

Dyer – Aye

Dickerson – Aye

Frasier – Aye

Garrett – Aye

Rogers – Aye

Motion passed.

Mayor Armstrong addressed the contracts we have for Kyle Owen, Water Department and Dale Smith, Sewer Department in regards to the State of Tennessee Water and Wastewater Board Order and Wastewater Permit. Discussion was held concerning the current rate structure and the 2017 Water Rate Review. Water and Wastewater workshop was scheduled for 6:15pm on January 8, 2019 to review the options for a response.

Mrs. Tetlow addressed the board concerning Water Department billing. She recently performed an internal water rate and sales tax review on the Water Department. As a result, the Water Department has been under charging six customers, who live outside the city, the lower inside the city water rates. Discussion was held concerning the review. Alderman Rogers made a motion that these six (6) customers receive a thirty (30) day written notice and increase the water rate on their February bill. Motion seconded by Alderman Dyer. Motion passed unopposed.

Mrs. Tetlow requested guidance concerning the ServLine billing on the Town owned properties. Each account will be billed four dollars and thirty cents (\$4.30) for insurance coverage. Alderman Garrett made a motion to keep the ServLine Insurance on the Town owned properties. Motion seconded by Alderman Dyer. Motion passed unopposed.

Mayor Armstrong discussed the renting of the Senior Center and the Seay Church. Alderman Dickerson noted that the Senior Center has appliances on site that are owned by the County and that when it was rented in the past, items went missing. Discussion was held concerning the building.

Mayor Armstrong opened up the discussion on Potholes and Trenching. Potholes outside of the city limits have been reported to the County. There had been a delay on filling the ones within in the city due to the weather, but they have been addressed within the last few days.

CDBG Water and Sewer Application would need a Public Meeting. Jerry Warren went over grant writing and the process.

Floor opened to the citizens.

Alderman Dyer thanked everyone for their participation in the Christmas Parade.

Chief Partridge addressed the board concerning the Fire departments need for additional space. In addition to the new Fire Truck, the Town is also getting a cascade system and they will need to set this system up in the Fire Hall. Chief Partridge would like to renovate the building known as Old City Hall and have a training room and offices in the building. Discussion was held concerning the current use of the building as a Rook Room, the Insurance on the building

requiring no smoking, and that the town did not have a key to the lower half of the building. Chief Partridge is concerned that, without renovations, the building will continue to deteriorate. Alderman Dickerson made a motion to repurpose the building known as Old City Hall into a training room and offices for the Fire Department. Alderman Fraser seconded the motion. Motion passed unopposed.

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

MAYOR _____

ATTESTED _____

RECORDER _____

Attachment A



**Monthly Water Report
December 18, 2018**

Saturday, December 1, 2018

6" Main Line Break at Wilkie Circle - Call came in at 1:15pm finished at 10:15pm

Sunday, December 2, 2018

Replace ¾ service line @ Mrs. Linda Baker at 198 Brush Creek Circle 6:30am - 12:05pm

Thursday, December 6, 2018

6" Main Line Leak at 126 Switchboard Rd - Installed a 2" blow off at the end of line while the ditch was opened up.

Replaced 3 - ¾" meters due to inability to read the meter.

Monday, December 17, 2018

Install new water tap at 200 Brush Creek Circle

Completed several blow offs to remove air and sediment in the lines from water line leaks/breaks.

Attachment B

Alexandria Police Department



Monthly Activity Report

November 27, 2018 to December 17, 2018

Calls: 41

Citations: 20

Arrests: 3

Patrol Miles Driven: 2436

Business Door Check: 136

Church Door Checks: 17



MONTHLY ACTIVITY REPORT

November 28, 2018 through December 18, 2018

- Calls answered, Emergency and Service: **6 Calls.**
4 calls in city limits, 7 responders
- Average responders per call **2.5 Per call**
- Two new members start Basic Firefighting in January
- SCBA fit test (OSHA Mandated) completed
- Alexandria Firefighters' Association member Michael George passed away on 12/16. Members are serving as pallbearers and engine will be used in funeral procession in Watertown.
- Used fire engine in Huntsville, AL, Information and pictures emailed to aldermen. Need motion to purchase with \$32,000 from USDA Grant and \$28,000 of Town's funds.
- Alexandria Firefighter's Association received 501C3 (public charity) status to apply for private grants to purchase needed equipment, rehab supplies, and possible facility upgrades.



*Town of Alexandria
Street Department*



**Monthly Street Report
November 27 - December 18, 2018**

Auto Parts

12-13-18 Trailer Tires x 2 \$ 128.00

Hardware of Watertown

11-27-18 Black top patch, Bag x 7 \$ 136.43

Fleet Card

11-27-18	Truck gas	\$ 25.63
11-29-18	Truck gas	\$ 22.99
12-04-18	Truck gas	\$ 22.62
12-07-18	Truck gas	\$ 26.54
12-11-18	Truck gas	\$ 20.83
12-14-18	Truck gas	\$ 19.70

		<u>\$ 138.31</u>
Total		\$ 402.74

3:55 PM
11/27/18
Accrual BasisTown of Alexandria - Water & Sewer Fund
Profit & Loss Budget Overview
July 1 through November 27, 2018

	Jul 1 - Nov 27, 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Debt Recovery	340.75	0.00	340.75
Depreciation Charge	29,376.00	22,968.00	6,408.00
Reimbursement	0.00	6,693.40	-6,693.40
Tap Fees	24,825.00	8,800.00	15,025.00
Water Income	308,025.85	283,358.07	24,666.78
Total Income	362,567.60	322,820.47	39,747.13
Gross Profit	362,567.60	322,820.47	39,747.13
Expense			
Advertising	43.75	17.15	26.60
Bad Debts	170.10	203.60	-33.50
Bank Service Charge	7.00	97.42	-90.42
Contract Labor			
C S Supplies	1,111.09	0.00	1,111.09
Equipment Rental	600.00	0.00	600.00
Leak Repair 2	25,250.00	0.00	25,250.00
Meter Install/Change out	1,500.00	0.00	1,500.00
Tap Install Fees	24,000.00	0.00	24,000.00
Contract Labor - Other	48,849.74	50,555.75	-3,705.01
Total Contract Labor	99,310.83	50,555.75	48,755.08
Contracted Services	3,050.00	3,884.91	-834.91
Depreciation Expense	29,376.00	21,708.00	7,668.00
Dues	2,066.80	1,772.00	324.80
Equipment Purchase	0.00	7,987.00	-7,987.00
Insurance	0.00	5,911.85	-5,911.85
Miscellaneous	0.00	7,394.10	-7,394.10
Office Supplies	0.00	75.00	-75.00
Postage	1,365.84	1,325.77	40.07
Reimbursement of overpayment	98.90	0.00	98.90
Rent Expense	6,830.00	6,693.40	136.60
Repairs	20,229.77	0.00	20,229.77
Salaries	10,733.34	11,025.00	-291.66
Sales Tax	15,450.79	13,512.10	1,938.69
Sewer Supplies	3,897.72	3,438.80	458.92
Sewer Testing	2,405.00	0.00	2,405.00
Supplies	0.00	838.43	-838.43
Telemetry			
Repair	4,757.00	0.00	4,757.00
Telemetry - Other	216.24	0.00	216.24
Total Telemetry	4,973.24	0.00	4,973.24
Telephone	81.88	200.70	-118.82
Utilities			
Sewer Plant Expense	0.00	245.00	-245.00
Utilities - Other	22,246.00	23,794.21	-1,548.21
Total Utilities	22,246.00	24,039.21	-1,793.21
Water Purchased	128,578.93	109,799.07	18,779.86
Water Supplies			
Shipping	156.34	0.00	156.34
Water Supplies - Other	12,831.10	32,714.44	-20,083.34
Total Water Supplies	12,787.44	32,714.44	-19,927.00
Water Testing	360.00	0.00	360.00
Total Expense	364,190.33	303,191.70	60,998.63
Net Ordinary Income	-1,822.73	19,628.77	-21,251.50
Other Income/Expense			
Other Income			
Interest Income	822.26	64.16	758.10
Total Other Income	822.26	64.16	758.10
Net Other Income	822.26	64.16	758.10
Net Income	-700.45	19,692.93	-20,393.38