

Town of Alexandria

Minutes for Meeting February 25, 2020

The Mayor and Board of Aldermen of the Town of Alexandria met for the regular monthly meeting on February 25, 2020 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.

Attorney Vester Parsley and Mayor Bennett Armstrong were also present. The meeting commenced with a prayer from Attorney Parsley and the pledge of allegiance.

The meeting began with Mayor Armstrong requesting the minutes from the January 28, 2020 meeting be reviewed. Alderman Lloyd Dyer made a motion to accept the minutes for January 28, 2020 as presented. Motion seconded by Alderman Lynne Dickerson. Motion passed unopposed.

Public Hearing - Second Reading of Ordinance 2019-3 Amending 2015 Zoning Ordinance. The Zoning Ordinance was presented by Attorney Vester Parsley. Mayor Armstrong opened the floor for public comment. No public comments. Alderman Charlie Fraser made a motion to accept the second reading of the ordinance as presented. Alderman Dickerson seconded the motion. Mayor Armstrong called for a roll-call vote.

Dyer–Aye
Dickerson–Aye
Fraser–Aye
Rogers–Aye
Motion passed.

Mayor Armstrong opened the floor for comments from the citizens.

Chris Combs addressed the Board concerning renting the land between the Sewer Plant and Transfer Station. Rich Potter stated that there is no conflict with the Sewer Department. Attorney Parsley advised that Board that it would be a sealed bid process to lease. Mayor Armstrong is gathering more information concerning the process.

There was discussion concerning Community Gardens in the Volunteer Park. Attorney Parsley reviewed state guidelines, T.C.A., § 43-24-101, for the structure and process of planning and execution of a Community Garden on town owned property.

DEPARTMENT MONTHLY REPORTS

Sewer & Water report presented by Mr. Rich Potter. Water Department performed maintenance on the pump station and had the water tank inspected. The tank inspection looked good. Mr. Potter is getting a price on cleaning the water tank. He walked the creek and noticed some repairs that need to be addressed. Mr. Potter advised the board that he is continuing to look into a generator for the water pump. Also duck weed is going to be an issue again at the sewer plant if we don't make some improvements in the process. They walked 2.2 miles of water line this month looking for leaks. Motion was made by Alderman Fraser to accept the Sewer and Water Report. Alderman Dyer seconded the motion. Motion passed unopposed.

Police report was presented by Alderman Rogers; 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 John Partridge, Assistant Chief; see attachment B. Motion was made by Alderman Fraser to accept the Fire report. Alderman Bridgette Rogers seconded the motion. Motion passed unopposed.

Discussion was held concerning Old Engine and Old City Hall. Old City Hall is uninsurable based on its condition as of June 30, 2020. Alderman Rogers made a motion that the Fire Department look into the size and cost of a storage building for their extra gear. Alderman Dyer seconded the motion. Motion passed unopposed.

Streets report was presented by Mayor Armstrong; see attachment C. Total spent was two hundred and sixty-five dollars and forty-one cents (\$265.41). Alderman Fraser made a motion to accept the report as presented. Motion seconded by Alderman Rogers. Motion passed unopposed.

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

Engineer Report was presented by Jerry Warren, Town Engineer. Mr. Warren went over the current status of SRF funding for the Sewer Planning and Auto Read Meter. Alderman Dyer made a motion to accept the engineer report as presented. Alderman Fraser seconded the motion. Motion passed unopposed.

Attorney report was presented by Attorney Vester Parsley. Attorney Parsley stated that there is no current or pending litigation against the town. Alderman Fraser made a motion to accept the attorney report as presented. Motion seconded by Alderman Dickerson. Motion passed unopposed.

Mayor's report was presented by Mayor Armstrong. The Friends of Alexandria Community Park will continue to seek grants. Mayor Armstrong is also working with the Chamber of Commerce on grants for the downtown area. Alderman Fraser made a motion to accept the Mayor's report as presented. Motion seconded by Alderman Dyer. Motion passed unopposed.

OLD BUSINESS

None

NEW BUSINESS

Budget Workshop Dates

Department Head Budget Request Workshop - March 9, 2020 at 6:00pm

First Draft Budget Workshop - March 19th at 6:00pm

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

MAYOR _____

ATTESTED _____

RECORDER _____

Attachment A

Alexandria Police Department



Monthly Activity Report

January 28, 2020 to February 24, 2020

Calls: 43
 Citations: 51
 Arrests: 2
 Patrol Miles Driven: 2519
 Business Door Check: 152
 Church Door Checks: 37

New Business:

Attachment B



ALEXANDRIA FIRE DEPARTMENT

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

MONTHLY ACTIVITY REPORT

January 1 to February 25, 2020

- Calls answered, Emergency and Service: **19 Calls.**
9 calls in city limits, 30 responders
- Average responders per call **3.3 Per call**
- One new member has been accepted, Total membership 14.
- Firefighters' Association purchased used compressor for \$3,800 with funds raised from chili suppers. SCBA fill station is operational and has been tested and certified. In-service training will soon be completed.
- Two sets of new turn-out gear received, purchased from 2018-2019 budget.
- Five new SCBA cylinders ordered, these will be carbon fiber cylinders and will weigh a fraction of our current aluminum cylinders.
- Pre-planning of all non-residential buildings to begin soon.
- Future planning for storage building behind City Hall.

Attachment C



Town of Alexandria Street Department



Monthly Street Report January 28, 2020 - February 25, 2020

Hardware of Watertown

01-28-20	3 Keys Cut	\$ 9.00	
02-10-20	1 Gal Paint/Roller	\$ 47.77	
			\$ 56.77

ACE Hardware

01-27-20	Fixed Chainsaw		\$ 23.98
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Fleet Card

01-29-20	Truck gas	\$ 31.54	
01-31-20	Truck gas	\$ 22.26	
02-06-20	Truck gas	\$ 35.91	
02-11-20	Truck gas	\$ 26.33	
02-18-20	Truck gas	\$ 26.96	
02-21-20	Truck gas	\$ 24.17	
01-29-20	Tractor gas	\$ 10.00	
02-21-20	Tractor gas	\$ 10.00	
			\$ 184.66

Total			\$ 265.41
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Attachment D

	Jul 1, '19 - Feb 20, 20
Ordinary Income/Expense	
Income	
Income	
Bad Debt Payments	59.50
Connection Fee/Service Charge	2,388.00
Non-Payment Fee	11,400.00
Sewer Income	103,013.14
Water Income	357,243.33
Total Income	474,103.97
Tap Fees	
Sewer	9,000.00
Water	7,500.00
Total Tap Fees	16,500.00
Total Income	490,603.97
Gross Profit	490,603.97
Expense	
Bad Debts	7,499.00
Booster Station	1,090.40
Equipment Purchase	3,871.00
Sewer Contracted Services	250.00
Sewer Department	77,826.71
Tap Install Fees	
Equipment Rental	0.00
Sewer Tap	6,000.00
Water Tap	8,000.00
Total Tap Install Fees	14,000.00
Water Department	244,614.97
Water Meters	900.00
Total Expense	350,052.08
Net Ordinary Income	140,551.89
Other Income/Expense	
Other Expense	
Interest Expense 2300/Month	16,100.00
Depreciation Expense 13000/Month	91,000.00
Total Other Expense	107,100.00
Other Income	
Interest Income	165.52
Other Income	598.24
Total Other Income	763.76
Net Other Income/Expenses	-106,336.24
Net Income	34,215.65

	Jul '19 - Ja...	Budget
Ordinary Income/Expense		
Income		
Income		
Bad Debt Payments	59.50	
Connection Fee/Service Charge	2,388.00	
Non-Payment Fee	11,400.00	
Sewer Income	103,013.14	112,863.15
Water Income	357,243.33	397,479.80
Total Income	474,103.97	510,362.95
Tap Fees	16,500.00	16,500.00
Total Income	490,603.97	526,862.95
Gross Profit	490,603.97	526,862.95
Expense		
Bad Debts	7,414.17	0.00
Booster Station	1,090.40	
Equipment Purchase	3,871.00	12,000.00
Sewer Contracted Services	250.00	0.00
Sewer Department		
Advertising	112.50	90.00
Audit	817.00	817.00
Contracted Services	25,125.00	25,375.00
Dues	125.00	0.00
Insurance	8,696.00	8,696.00
Office Expense	133.98	350.00
Professional Fees	1,314.14	3,000.00
Repair and Maintenance	6,512.87	7,454.55
Salaries	6,540.40	8,032.50
Supplies	4,143.71	9,340.00
Testing	2,528.64	5,250.00
Utilities	17,120.84	20,825.00
Total Sewer Department	73,170.08	89,230.05
Tap Install Fees	14,000.00	

	Jul '19 - Ja...	Budget
Water Department		
Advertising	0.00	90.00
Audit	1,633.00	1,633.00
Contracted Services	35,000.00	35,000.00
Dues	1,444.50	500.00
Insurance	6,216.00	6,216.00
Office Expense	349.56	950.00
Postage	1,936.08	2,330.00
Professional Fees	479.33	350.00
Purchased Water	129,926.81	181,540.35
Rent	0.00	120.00
Repair and Maintenance	20,041.02	59,510.00
Telephone - Telemetry	270.30	379.16
Testing	1,070.00	1,240.00
Utilities	13,557.20	16,920.00
Water Salaries	6,540.44	8,032.50
Total Water Department	218,464.24	314,811.01
Water Meters	900.00	
Total Expense	319,159.89	416,041.06
Net Ordinary Income	171,444.08	110,821.89
Other Income/Expense		
Other Income		
Interest Income	141.13	0.00
Other Income	598.24	
Total Other Income	739.37	0.00
Net Other Income	739.37	0.00
Net Income	172,183.45	110,821.89

	Jul 1, '19 - Feb 25...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Property Taxes			
Int & Pen on Property Taxes	1,000.90	0.00	100.0%
Current Year Property Taxes			
Tax Relief Paid by State	331.00	0.00	100.0%
Current Year Property Taxes ...	78,328.00	75,715.28	103.5%
Total Current Year Property Ta...	78,659.00	75,715.28	103.9%
Ad Valorem			
In Lieu Of Tax	2,883.00	1,931.00	149.3%
Ad Valorem - Other	12,165.00	12,128.45	100.3%
Total Ad Valorem	15,048.00	14,059.45	107.0%
Prior Year Property Taxes			
Prior Yrs Prop Tax-Chancery	459.80	624.00	73.7%
Prior Year Property Taxes - O...	6,093.00	2,655.62	229.4%
Total Prior Year Property Taxes	6,552.80	3,279.62	199.8%
Total Property Taxes	101,260.70	93,054.35	108.8%
Citations			
Police Report Fee	15.00	0.00	100.0%
Citations - Other	28,139.35	29,482.76	95.4%
Total Citations	28,154.35	29,482.76	95.5%
Intergovernmental Revenues			
State beer tax	239.42	242.00	98.9%
Local Sales Tax - County	59,953.89	50,893.97	117.8%
State gasoline & fuel tax	22,353.74	20,014.66	111.7%
State Sales Tax	53,235.01	50,746.21	104.9%
Telecommunication- State	3,751.62	3,431.03	109.3%
TVA in Lieu of Tax	5,940.62	5,720.00	103.9%
Total Intergovernmental Revenues	145,474.30	131,047.87	111.0%
Other Revenues			
Beer Permit	300.00	300.00	100.0%
Donations			
Park	42.00	511.03	8.2%
Donations parade	300.00	200.00	150.0%
Donations - Other	0.00	200.00	0.0%
Total Donations	342.00	911.03	37.5%
Miscellaneous Income			
Booth Rental	150.00	200.00	75.0%
Miscellaneous Income - Other	1,359.50	0.00	100.0%
Total Miscellaneous Income	1,509.50	200.00	754.8%

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02/25/20
Accrual Basis

Town of Alexandria
Profit & Loss Budget vs. Actual
July 1, 2019 through February 25, 2020

	Jul 1, '19 - Feb 25...	Budget	% of Budget
Zoning/Variance	0.00	186.21	0.0%
Total Other Revenues	2,151.50	1,597.24	134.7%
Rent and Lease Payments			
Charter Rent	1,325.00	300.00	441.7%
Seay Church	2,000.00	1,965.52	101.8%
Total Rent and Lease Payments	3,325.00	2,265.52	146.8%
Taxes			
Cable TV Franchise Fee			
DTC Wireless Franchise Fee	1,104.69	0.00	100.0%
Cable TV Franchise Fee - Ot...	4,159.28	5,150.00	80.8%
Total Cable TV Franchise Fee	5,263.97	5,150.00	102.2%
Wholesale Beer Tax	25,712.91	26,320.69	97.7%
Total Taxes	30,976.88	31,470.69	98.4%
Total Income	311,342.73	288,918.43	107.8%
Gross Profit	311,342.73	288,918.43	107.8%
Expense			
Fire Department			
Professional Fees	800.00	0.00	100.0%
Equipment & Radios			
Miscellaneous	155.47	0.00	100.0%
Equipment & Radios - Other	404.67	3,137.93	12.9%
Total Equipment & Radios	560.14	3,137.93	17.9%
Gas & Oil	785.19	653.97	120.1%
Repairs & Maintenance	2,053.14	1,465.52	140.1%
Supplies & Disposables	322.88	667.59	48.4%
Training & Related			
Stipend	1,070.00	1,400.00	76.4%
Training & Related - Other	355.00	2,634.48	13.5%
Total Training & Related	1,425.00	4,034.48	35.3%
Total Fire Department	5,946.35	9,959.49	59.7%
General Government			
Donations			
Christmas pd w/donations	302.93	0.00	100.0%

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Accrual Basis

Town of Alexandria
Profit & Loss Budget vs. Actual
July 1, 2019 through February 25, 2020

	Jul 1, '19 - Feb 25...	Budget	% of Budget
Reimbursement - Mileage	308.52	393.10	78.5%
Advertising	50.00	393.10	12.7%
Animal Control Expenditures	0.00	100.00	0.0%
Annual dues	1,027.86	2,500.00	41.1%
Audit	2,450.00	2,450.00	100.0%
Background Check	0.00	29.00	0.0%
Building Maintenance	0.00	3,500.00	0.0%
Capital Expenditures	0.00	1,325.00	0.0%
Christmas Bonuses			
Christmas Dinner	202.06	0.00	100.0%
Christmas Bonuses - Other	1,700.00	1,900.00	89.5%
Total Christmas Bonuses	1,902.06	1,900.00	100.1%
CMFO training & mileage	823.70	626.21	131.5%
Council Meeting Stipend	950.00	1,572.41	60.4%
Insurance and Surety Bond	21,485.00	18,000.00	119.4%
Legal and Professional			
Attorney	4,530.00	0.00	100.0%
Municipal Office Training	35.00	1,710.00	2.0%
Legal and Professional - Other	2,796.00	9,847.75	28.4%
Total Legal and Professional	7,361.00	11,557.75	63.7%
Mayor Wireless	250.00	393.10	63.6%
Miscellaneous	288.68	481.03	60.0%
Office Supplies & Postage			
Equipment Lease	468.80	0.00	100.0%
Office Supplies & Postage - O...	2,419.83	2,948.28	82.1%
Total Office Supplies & Postage	2,888.63	2,948.28	98.0%
Repairs and Maintenance			
Seay Church Maintenance	80.00	0.00	100.0%
Repairs and Maintenance - O...	1,780.45	982.76	181.2%
Total Repairs and Maintenance	1,860.45	982.76	189.3%
Salaries	20,828.86	20,827.59	100.0%
Utilities and Telephone			
Ball Park & Lions Club Wate...	48.54	432.41	11.2%
City Hall Water & Sewer	0.00	432.41	0.0%
Old City Hall Water/Sewer	0.00	432.41	0.0%
Utilities and Telephone - Other	7,677.95	7,505.28	102.3%
Total Utilities and Telephone	7,726.49	8,802.51	87.8%
General Government - Other	9,050.00	0.00	100.0%
Total General Government	79,554.18	78,781.84	101.0%

Town of Alexandria
Profit & Loss Budget vs. Actual
July 1, 2019 through February 25, 2020

	Jul 1, '19 - Feb 25...	Budget	% of Budget
Police Department			
E-911	21,150.00	20,177.59	104.8%
Gas	6,222.39	5,896.55	105.5%
Materials, Equipment & Supplies	5,300.59	4,913.79	107.9%
Miscellaneous	299.70	491.38	61.0%
Police Department Wireless	914.60	1,589.66	57.5%
Salaries			
THSO/Salary Sup	-3,523.50	0.00	100.0%
Salaries - Other	109,909.36	114,064.83	96.4%
Total Salaries	106,385.86	114,064.83	93.3%
Training of Personnel	1,432.22	1,500.00	95.5%
* Vehicle Repairs & Maintenance	2,142.79	2,634.48	81.3%
Total Police Department	143,848.15	151,268.28	95.1%
Senior Citizens			
Repairs & Maintenance	73.37	1,000.00	7.3%
Utilities			
Water/Sewer	352.10	432.41	81.4%
Utilities - Other	2,419.99	2,818.48	85.9%
Total Utilities	2,772.09	3,250.89	85.3%
Total Senior Citizens	2,845.46	4,250.89	66.9%
Streets Dept.			
Asphalt & Paving Materials	810.75	250.00	324.3%
Electric & Gas Utilities	6,409.64	7,862.07	81.5%
Equipment Repairs	189.03	750.00	25.2%
Gasoline	1,669.56	1,722.41	96.9%
Materials & Supplies	658.45	1,631.03	40.4%
Miscellaneous	0.00	100.00	0.0%
Streets Dept. Salaries	26,718.64	27,271.72	98.0%
Uniforms/Safety Equipment	200.00	200.00	100.0%
Vehicle Repairs	223.00	1,396.55	16.0%
Wireless	102.60	137.59	74.6%
Total Streets Dept.	36,981.67	41,321.37	89.5%
Total Expense	269,175.81	285,581.87	94.3%
Net Ordinary Income	42,166.92	3,336.56	1,263.8%
Other Income/Expense			
Other Income	2,480.22	2,000.00	124.0%
Other Expense	2,615.05	0.00	100.0%
Net Other Income	-134.83	2,000.00	-6.7%
Net Income	42,032.09	5,336.56	787.6%