

**MINUTES OF REGULAR MEETING
PIPERTON BOARD OF MAYOR AND COMMISSIONERS
June 15, 2021, 6:00 P.M.**

The Piperton Board of Mayor and Commissioners met in regular session on June 15, 2021 at 6:00 p.m. at City Hall, with Board members: Mayor Henry Coats, Vice-Mayor Mike Binkley, Commissioner Preston Trotter, Commissioner Hugh Davis and Commissioner David Crislip. City Manager Steve Steinbach, Police Chief Phil Hendricks, Fire Chief Reed Bullock, Finance Director Maria George, Public Works Director Richard Mills, Building Official Tommie Johnson, City Planner Brett Morgan and City Recorder Beverly Holloway were present. City Engineer Harvey Matheny was absent. Vicki Hancock, William Meacham, Liz McCommon, Carolyn Rhea and et al were present in the audience.

Agenda item 1. Call to order, establish quorum

Action taken: Mayor Henry Coats called the meeting to order at 6:00 p.m., and established that a quorum was present.

Agenda item 2. Prayer and Pledge of Allegiance to the American Flag

Action taken: Commissioner David Crislip led in the opening Prayer and Commissioner Preston Trotter led in the Pledge of Allegiance to the American Flag.

Agenda item 3. Any changes to Agenda; Motion to adopt Agenda

Action taken: There were no changes to the Agenda, Commissioner Trotter moved to adopt the agenda, seconded by Commissioner Hugh Davis. The Motion received all affirmative votes.

Agenda item 4. Any changes to the Minutes of the Regular Session of May 18, 2021: Motion to adopt the Minutes of the Regular Session of May 18, 2021

Action taken: There were no changes to the Minutes of the Regular Session of May 18, 2021, Vice-Mayor Mike Binkley moved to approve the Minutes of the Regular Session of May 18, 2021, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Agenda item 5. Review/approval of Financial Reports, Public Works Report, Building Inspector's Report, Fireman's Report and Police Report

City Manager Steve Steinbach stated the financial reports will be delayed until the special called meeting as staff is still reconciling the books.

Building Official Tommie Johnson stated during the month of May we issued 72 active dwellings still under construction, 46 total permits with 4 for new single dwellings, conducted 142 total inspections and handled 6 code compliance issues.

Public Works Director Richard Mills stated Public Works responded to 3 after hours sewer call outs in May, there were 97 work orders with 27 water work order related, made 10 street repairs and 130 utility locates from 811 and picked up 31 bags of litter, the evaluation process for the elevated water tank has been completed and the recommendation of A2H Engineering is to install electric valves to make the tank operate as it should and we will start that process, the structural repair at the Pinckney Property was completed last week, and last week I sent out an RFQ (request for qualifications) for the wastewater plant to all the firms that had visited the site and should be returned to me by July 2nd, also the grounds maintenance tractor has finally been delivered and hopefully without the rain we can start cutting the drip fields, commended Anthony Harville as he passed the TDEC Natural-Biological test and will go on the record in Nashville as our certified operator to operate our decentralized treatment and he passed on his first try, the street lights for Mann Drive should be delivered around the

1st of August and the installations should follow in a couple of weeks after that and the flow going to Rossville was 1,078,286 gallons, that is an average of 39,3936 gallons per day and that is 49.92% of the 80,000 gallon allotment when send to Rossville per our contract.

Fire Chief Reed Bullock stated during the month of May there were 3 residential permits, 8 Rough inspections, 5 finals and 8 burn permits, there were 26 total calls with 21 in the City with 3 motor vehicle crashes and 1 mutual aid with an overturned truck with haz-mat leak in Rossville, we are seeking two firefighters/EMT's.

Police Chief Phil Hendricks stated during the month of May there were 55 dispatched calls, 3 incident reports, 0 arrest reports and 5 motor vehicle crash reports.

Action taken: Commissioner Crislip moved to approve all reports, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Agenda item 6. First Reading, Ordinance No. 340-21, amending the text of the Piperton Zoning Ordinance to amend Article 3.3 – Accessory Buildings (or Structures) and uses

City Planner Brett Morgan stated this ordinance is a product of the Planning Commission to address numerous request for providing what use to be known as a mother-in-law suite that provides another place on their property for family to live, the Planning Commission held a work session and decided to move forward and recommended it to this Body and the ordinance before you is the corrections or additions to Article 3.3 (Accessory Buildings) in the Zoning Ordinance, under A we are adding Accessory Residential (Article 3.3.L), under item G (Accessory Use) we are adding "except those structures approved as Accessory Residential under Article 3.3.L", under J (Permit Required) adding "Accessory Residential" and then we added the full 3.3L which are the conditions and requirements for doing an accessory structures, these conditions deal with what the structure is going to look like and how the structure is going to be used at the time-limited to family or care takers and the deeds of those lots that have those will be restricted to say this building will be considered as an accessory residential to keep these from being a rental unit.

Action taken: Commissioner Trotter moved to approve Ordinance No. 340-21 on first reading, seconded by Vice-Mayor Binkley. The Motion received all affirmative votes.

Agenda item 7. Resolution No. 21-236, adopting new City Seal

Mr. Morgan stated the Planning Commission formulating a Branding Committee to look at possibly rebranding of the City, the first object taken up was the redoing the City Seal and to get an image of the Pinckney House on it and the Branding Committee decided on Century Schoolbook font with the color standards of dark teal and gold (Exhibit B) and this was recommended to the Planning Commission, the Planning Commission also approved and recommended it to this Body for approval.

Action taken: Vice-Mayor Binkley moved to approve Resolution No. 21-236 adopting the new City Seal, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Agenda item 8. Resolution No. 21-237, Resolution in support of the U.S. Postal Service Private Home and Package Delivery in single family communities in the City of Piperton

Mayor Coats stated he had a meeting with Congressman Kustoff last week, the Post Office is trying to pressure everybody into cluster mailboxes even in single family areas in future areas, Mr. Kustoff stated the House of Representatives has put in a bill to try to stop the cluster mailboxes and would appreciate if we could adopt a resolution to support this.

Action taken: Commissioner Trotter moved to approve Resolution No. 21-237, seconded by Commissioner Crislip. The Motion received all affirmative votes.

Agenda item 9. First Reading, Ordinance No. 341-21, amending the Budget for FY 2020-2021, (Third Amendment) for the City of Piperton

Mr. Steinbach stated this is the third and final budget amendment for fiscal year 2021, it effectively represents a reconciliation of revenues exceeding budgeted amounts, also recognizes expenditures that exceeded line items that were either approved by the Board or represents transfers as the fiscal year 2022 after this is still very fluent as we are continuing to address day to day business items and close out the books, I will forego a detailed analysis until second reading that will be closer to the actual numbers and the Ordinance before you. This represents amendments to the General Fund (Exhibit A), Water Fund (Exhibit B), Sewer Fund (Exhibit C), Street Aid (Exhibit D), Sanitation (Exhibit E) and the Drug Fund (Exhibit F), the General Fund (Exhibit A) identifies the revenues that exceeded and/or fell short of budgeted amounts, overall you see a loss of \$613,364.70 however the reality is that the loan proceeds for the Pinckney purchase contemplated at one time but the City paid cash so the loan proceeds were counted as revenue as part of the budget is being removed so the end result is a \$686,635.30 net increase in overall revenues, in scanning the major revenue items-our sales tax has been the clear winner for this fiscal year and we are not finished yet and it is likely that the number could go higher, conversely our citation revenue has been down due to the pandemic, the loss of officers and court closures so overall the news is favorable, moving to the second page of Exhibit A-this represents the expenditure items again most of these are related to adjustments with explanation are provided in your revenue/expenditure explanations, the cost of doing business for our contracted professionals and a lot of that money is returned to us in fees that the development community pays for their time, the Judge and the Attorney obviously with the courts being closed resulted in less expenditure revenue to them, on the Water Fund (Exhibit B)-again we are reconciling revenues and some of the revenues fell short of projections, expenditures exceeded some of the forecasted projections and we did recognize increased depreciation expense as a result of the expanding infrastructure within new subdivisions, on to Sewer Fund (Exhibit C) we recognize substantial increases in revenue across the board and the expenditures we did not move forward with the Twin Lakes decommissioning due to the limited capacity with Rossville we did not want to exceed that number, the Town of Rossville fees again that represents a washout with the revenues that were generated from increase in development, Street Aid (Exhibit D)-again reconciliation of line items-Gas Fuel exceeded the projected budget and these are numbers delivered to us by the State at the start of every fiscal year, some expenditure items-increase in repair and replacement of equipment and we are in the process of replacing a lot of that aged equipment so anticipating fewer emergency repairs to mechanical equipment, Sanitation (Exhibit E)-again the revenue adjustments simply represent the continued strong growth in the community and the expenditures of course are related to that and reconcile with one another and lastly Exhibit F (Drug Fund)-simply recognizing adjustments, there were no seizures, recognizing increased revenues under General Sessions/Circuit Court, no miscellaneous revenue and no expenditures for that fund, again we are still trying to complete the reconciliation process and by the second reading we should have a more accurate accounting of those items and will have a more through explanation at the second reading.

Action taken: Vice-Mayor Binkley moved to approve Ordinance No. 341-21 on first reading, seconded by Commissioner Trotter. The Motion received all affirmative votes.

Agenda item 10. First Reading, Ordinance No. 342-21, adopting the annual operating Budget and Tax Rate for the fiscal year beginning July 1, 2021 and ending June 30, 2022

Mr. Steinbach stated this is the first reading of Ordinance 342-21, adopting the operating budget and tax rate for fiscal year 2022, the reappraisal resulting in significant appraised values for all structures and the adjusted tax rate is .3176 and we are not proposing a tax increase this fiscal year but moving forward one maybe advisable incrementally in small

amounts and geared toward recognized capital projects in the future, will forego a detailed department by department assessment until the public hearing as we are still tweaking numbers from various departments and it all starts with the revenues (Exhibit B): the projected revenues for this year is estimated at \$721,265.00 in additional revenue generated over last fiscal year, Exhibit B as it is illustrated is somewhat skewed because the yellow items represent all of the adjusted numbers for example on Sales Tax, it was initially budgeted at \$1,050,000.00 and the \$1,600,000.00 is representative of where we are now which is being reconciled as part of the budget amendment but if you look at year over year from where we had projected to where we are now we are anticipating almost \$700,000.00 in additional revenue and we do anticipate slight drops in our Building permit income and Fines/Forfeitures continue to go down relative to the previous two fiscal years, with regards to Enterprise Business Operating revenue-with the continued growth we are projecting increases in the overall revenue of \$71,080.00 although when compared year over year that number is closer to \$100,000.00 again all the yellow indicates the amended revenue items same with Sanitation, on the Revenue/Expenditure Summary-this document shows the fiscal year we currently exist in, the projected expenditures by department/fund and the projected increases or decreases and the end result is overall we are projecting an increase of \$239,203.56 and the bulk of that is related to our personnel and we are proposing to hire (1) full time Construction Inspector for Public Works, we have hired a full time Code Compliance Officer which will be fully funded in this budget, projecting 3% raises across the Board with some salary adjustments to personnel who have achieved additional certifications or market determination, the expenditures relative to our revenues puts us in a situation where we are still projecting an excess of over \$600,000.00 and this document additional shows the Capital Budget which was discussed with the Board previously, some of the larger Capital expenditures include a community siren system, water line projects at Critton/Hollow Roads, wastewater treatment plant improvements and several improvements to the Pinckney Property to ready it for repurposing for initial administration offices, the Capital Budget indicates \$2,243,000.00 for accounting purposes that number includes a transfer out of General Fund into Street Aid so the actual net cost were every Capital Item paid for at \$2,083,000.00 so slightly less than the \$2,380,000.00 Capital Budget last year, and items related to our Personnel-I would like to point out that we were able to negotiate a zero increase in our health insurance premiums, the additional cost is related to employee classification changes, we are requesting an increase in the contribution to the defined contribution plan of 3.0% for this fiscal year and we anticipate an increase in sewer infrastructure depreciation costs, the summary page for revenues and expenditures is illustrated on Exhibit A-the General Fund revenues anticipated at \$3.5 million and all revenues are projected in excess of \$5 million dollars, on expenditures-you see the anticipated General Fund expenditures of \$2.86 million, Street Aid at \$31,400.00, Sanitation is \$217,525.00, Water/Sewer Fund at \$937,400.00 for a total expenditure incumbrance of \$4,059,089.00 and combining all revenues and expenditures of the revenues over expenditures in the million dollar range of course that doesn't take into account transfers in and out, so at the end of the day we have prepared what we believe is a responsible budget with no property tax increase and we are very confident in the continued increase in our sales tax revenue-the receipts have exceeded all expectations, we have new commercial enterprises proposed, a new convenience store being constructed on the southside of the City and we anticipate a fast food restaurants to soon follow and we eagerly await the proposals on the westside of the City on the other side of the interchange and taken together the possibilities with regard to sales tax revenue generation at least lessen the burden on our property taxes is pretty significant. I would welcome the Board to review the Department reports which contains the Capital Budgets for each department and reach out with any questions.

Mayor Coats asked the Board to consider 3.5% for the retirement benefits this year, believe our goal is to get it to 5%.

Mr. Steinbach stated we are scheduled to receive a considerable amount as a result of the Federal Pandemic monies and I have ask Maria to attend a meeting that is being held by the Comptroller Office next Tuesday at the Collierville High School to describe exactly what that looks like and inquired to Maria what is the number.

Finance Director Maria George stated \$532,000.00.

Mr. Steinbach stated if in fact the City is the successful recipient of that money that will take a lot of these large Capital Projects off of the General Fund Savings as well as our Enterprise Savings, we have not included that in the Budget.

Action taken: Commissioner Trotter moved to approve Ordinance No. 342-21 on first reading, seconded by Commissioner Davis. The Motion received all affirmative votes.

Agenda item 11. Any other old/new business, questions or matters from the audience

Commissioner Davis stated in keeping with what Mr. Steinbach has taught us about private matters, the two room school house is up for sale while it is private property I noticed the advertisement said it could be subdivided and someone put a house on it, it is three acres and a year ago a person from MAAG actually did a historic preservation piece on it because we were concerned about Mt. Hebrew Church and the cemetery is still down there but the cemetery was created in 1876 the same as the old church and the church has evolved over the years, the Fayette County School Board bought the land in 1925 and put that school house there which later in the sixties someone in the Dunn-Russell family bought it and now it is up for sale and who knows what is going to happen to it and inquired if the Planning Commission would have an interest in it to Mr. Morgan.

City Planner Brett Morgan stated we spoke with someone wanting to do events out of it but it is not a big enough piece of property.

Commissioner Davis stated they were going to turn the church into a wedding chapel but the church was sold and it's now an empty lot for sale and someone is getting ready to put a house on it, and if there is any historic valve that will be gone and whoever buys that property will probably tear it down.

Mayor Coats stated the stipulation on buying that property is that the school house remain as is and I have talked to Mike Russell about it.

Mr. Steinbach stated Mr. Russell had reached out to him and the realty is the structure is a historically significant old African-American school and I advised him it would be a significant part of the City's fabric and it would be worth preserving but I hadn't been aware of the subsequent marketing requirements, we did get this inquiry from an attorney who wanted to turn it into reception place so I am encouraged to hear that from the Mayor that Mr. Russell made that decision and I suggested you could plat it separately and construct a house and have it as a historical remnant.

Agenda item 12. Adjournment

Action taken: Vice-Mayor Binkley made a motion to adjourn the meeting, seconded by Commissioner Trotter. The Motion received all affirmative votes and the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Beverly Holloway, City Recorder

Approved: _____ date: _____