

Board of Mayor and Aldermen Meeting
April 15, 2019
Dyersburg Municipal Court Room

(1) **Call to Order:** The Board of Mayor and Aldermen met in regular session on Monday, April 15, 2019 in the Dyersburg Municipal Court Room at 7:00 p.m. Mayor John Holden presided over the meeting. The meeting opened with prayer by Alderman Dennis Moody. Mayor Holden noted all members of the Board were present.

(2) **Approval of Minutes:**

Mayor Holden called for a motion to approve the minutes from the April 1, 2019 meeting. Alderman Willie Cole made a motion to approve the minutes. Alderwoman Vanedda Webb seconded the motion. The minutes were approved, with a noted correction.

(3) **Unfinished Business:** None presented.

(4) **New Business**

- a. Notice of Public Hearing – May 6, 2019 – An ordinance of the City of Dyersburg regulating the permitting and operations of Mobile or Transient Vendors, to include specific fees, and
- b. Notice of Public Hearing – May 6, 2019 – An ordinance to amend the text of the Dyersburg Municipal Zoning Ordinance to adopt regulations for planned commercial development districts.

Mayor Holden called for a motion for approval for public hearings for the City of Dyersburg regulating the permitting and operations of Mobile or Transient Vendors, to include specific fees, and to amend the text of the Dyersburg Municipal Zoning Ordinance to adopt regulations for planned commercial development districts. Alderman Ricky Hammond made a motion to approve the public hearings. The motion was seconded by Alderman James Baltimore. The motion passed.

- c. Local Government Committee Meeting – April 3, 2019 – Chairwoman Mary Claire Hopper

City of Dyersburg

Local Government Committee Meeting

April 3, 2019

The Local Government Committee met Wednesday, April 3, 2019 at 9:00 a.m. in conference room of City Hall.

Committee Members Present: Mayor Holden John Holden, James Baltimore, Mary Claire Hopper, and Vanedda Webb.

Additional Aldermen Present: Edward Burks, Willie Cole, Meghan Gilbert.

Staff and Others Present: Steve Anderson, Treasurer, Greg Williams, Purchasing Agent, Brandon Hutcherson, State Gazette, Scott Ball, Storm Water and Construction Inspection, Sue Teague, Human Resources.

Mayor Holden convened the committee to elect a chairman and to discuss agenda items.

Mayor Holden opened the floor for a nomination for committee chairperson. On a motion by Alderwoman Vanedda Webb, and a second from Alderman James Baltimore, Mary Claire Hopper was nominated and unanimously elected to serve as Chairwoman of the committee.

Following the election of the Chairwoman Hopper, the meeting floor was open to discuss the agenda items.

- DISCUSSION OF CITY OF DYERSBURG EMPLOYEE HANDBOOK
- TRANSIENT VENDOR ORDINANCE

Discussed first was Ordinance BB 672 which had been tabled for vote at the Monday, March 6, 2017 Mayor and Board of Aldermen meeting. This ordinance addresses the City of Dyersburg regulating the permitting and operations of Transient Vendors, including specific fees.

Mayor Holden explained the history of the ordinance, and its value to the community. He recommended the committee consider approval of the ordinance, as it has undergone extensive legal design and review by the previous Aldermen Board and the city attorney. He further noted it will provide a greater opportunity for the city to be better aware of who comes to the city to engage transient vendor business.

Chairwoman Hopper motioned to accept the ordinance prepared by Lannom Coronado Haight PLLC in 2017, and make any adjustments if necessary. Alderwoman Vanedda Webb seconded the motion, which passed. As a side note, Chairwoman Hopper stated that in future design, perhaps some of the vacant city properties may serve as transient vendor business locations.

Additionally, Mayor Holden distributed the copies of an ordinance taken from the Athens Tennessee Municipal Code. The purpose of sharing this ordinance with the committee was to provide an example for the committee to consider in developing standards for authorizing and managing the placement of facilities in rights-of-way; performing installations, maintenance, and

other work in the rights-of-way; and to recover costs incurred by the City related to such activities. He noted an adoption of an ordinance for the City of Dyersburg would serve as a means by which third party contractors working within city's right-of-way would have to register their work activity with the city prior to construction activity.

Following discussion, Alderwoman Webb motioned for the committee to continue with an ordinance specifically designed to address standards for authorizing and managing the placement of facilities in rights-of-way; performing installations, maintenance, and other work in the rights-of-way; and approximately recovering costs. Alderman Baltimore seconded the motion which was approved by the committee.

Next on the agenda, the committee discussed the current Employee Handbook. Ms. Sue Teague stated that a revision had been created, but had not been formally reviewed by the Board. The revision addressed many aspects of the Handbook from sick and vacation time to inclement weather policy. Ms. Teague stated there were many other areas needing updating to today's employment benefit levels. She noted that updating the Handbook would have many advantages for employee recruitment and retention. From discussion, the committee voted to have Ms. Teague prepare and present an updated proposal to the committee members. The motion was made by Alderwoman Webb, and seconded by Chairwoman Hopper. The motion passed, and the committee agreed to reconvene in two weeks to review the updated version of the Handbook.

In similar discussion, Mayor Holden noted that he and Ms. Teague had participated in conversation regarding developing parameters for potential applicants to the City who have a record of unlawful offenses, and cannot gain meaningful employment. Mayor Holden felt the city should make an effort to assist those individuals who may qualify for employment, inclusive of their backgrounds. Alderwoman Webb stated that she was very familiar with this need, and recommended a program experienced in helping past offenders with supervised probational employment. She noted she could provide the contact information for the city to cultivate discussion addressing this idea.

Additionally, the committee generally discussed the following:

- incentives for employee continuing education and certifications acquisition,
- frequency of Department Head meetings,
- City Beautiful Committee,
- City support of the proposed downtown "pocket park", and
- non-working fire hydrant (owned by DSCUD) water district in Evansville.

With no further business, the meeting adjourned at 10:00 a.m.

c. **Bids – Greg Williams, Purchasing Agent.**

1. Department: Recreation
Item: Playground surfacing for Future City Recreation Center
Purpose: To replace the existing surface of the playground that is worn and coming apart.
Budgeted: Yes
Notification – State Gazette and direct to 3 vendors
Bids: Cunningham Recreation \$44,604.00
Great Southern Recreation \$37,662.75
Hanover Specialties \$36,880.00

Recommendation: Mr. Williams recommended awarding the bid to Hanover Specialties, Bohemia, NY, at \$36,880.00. Alderman Willie Cole motioned to approve the bid. Alderwoman Mary Claire Hopper seconded the motion. The bid was approved.

2. Department: Recreation
Item: D.A.C. Pool Resurfacing and Pump & Filter Replacement
Purpose: To replace the existing surface of the pool and replace old pump & filter system.
Budgeted: Yes
Notification – State Gazette and direct to 4 vendors
Bids: Still-Evans Contractors No Response
Affordable Construction No Response
Memphis Pool No Response
W.R. Rice Construction Co. \$175,700.00

Recommendation: Mr. Williams recommended awarding the bid to W.R. Rice Construction Co., Jackson, TN, at \$175,700.00. Alderman Willie Cole motioned to approve the bid. Alderman Ricky Hammond seconded the motion. The bid was approved.

3. Department: Police
Item: Emergency Backup Generator
Purpose: To replace the existing 30-year-old generator at police station with blown engine.
Budgeted: No – Funds budgeted for sealing basement will be used, as bids for this project came in over twice the budgeted amount. Basement sealing will need to be included in upcoming budget.
Notification – State Gazette and direct to 4 vendors
Bids: Cummins Mid-South No Response
Lyndsey Electric \$51,670.08
Cottrell Electric \$49,645.00
Thompson Power \$46,889.00

Recommendation: Mr. Williams recommended awarding the bid to Thompson Power, Memphis, TN, at \$46,889.00. Alderman James Baltimore motioned to approve the bid. Alderwoman Vanedda Webb seconded the motion. The bid was approved.

4. Department: Water Plant
Item: Variable Frequency Drive for Well #9
Purpose: To replace the existing well drive with more energy efficient controller.
Budgeted: Yes
Notification – State Gazette and direct to 5 vendors
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| Bids: | Waterserv | No Response |
| | Teems & Demoville | \$23,625.00 |
| | Cottrell electric | \$16,525.00 |
| | Higdon Electric | \$14,270.00 |
| | Industrial Controls & Electric | \$13,849.00 |

Recommendation: Mr. Williams recommended awarding the bid to Industrial Controls & Electric, Dyersburg, TN, at \$13,849.00. Alderman Dennis Moody motioned to approve the bid. Alderman Wille Cole seconded the motion. The bid was approved.

Reports from the Aldermen Board:

Alderman James Baltimore: asked where the water goes when the City opens the floodgate in the Bruce community. City Purchasing Agent Greg Williams noted when the floodgate opens the water flows back into the Forked Deer River. He stated the following: “We have two basins like that, one at Bruce and one at Ragan Levee. When the river is high, the natural drain can’t go out, so we have to close the gates and turn the pumps on to pump it through the levee. When the river goes down, we can re-open the floodgates and the water naturally run out.”

Alderman Edward Burks: No report.

Alderman Wille Cole: No report.

Alderwoman Meghan Gilbert: No report.

Alderman Ricky Hammond: asked if the City is close to beginning street paving? Mayor Holden noted the city had communicated with Ford Construction last week, and it appears the City may be several weeks away from them Ford beginning the City road paving projects. Alderman Hammond also expressed his appreciation to all of the 911 operators in the City of Dyersburg.

Alderwoman Mary Claire Hopper: No report.

Alderman Dennis Moody: No report.

Alderwoman Vanedda Webb: No report.

Communications from the Mayor:

- mentioned this week is National Telecommunicators Week and added the City appreciates all members of the Dyersburg EOC and the job they do.
- announced the City of Dyersburg Offices will be closed on Good Friday, April 19, 2019.
- announced hydrant flushing has recently began in the City and will continue through May, 2019.
- announced the annual Household Hazardous Waste Collection event will occur Saturday, April 27, 2019 at the Dyer County Fairgrounds Pepsi Pavilion from 8 a.m. – 12:00 pm.
- Announced Dyer County Recycles' 2nd annual Earth Day Celebration will occur at the Main Street Farmers Market on Saturday, April 27, 2019 from 10 a.m. – 2p.m.
- announced Thursday, May 2, 2019 is National Day of Prayer, with the annual Mayors' Prayer Breakfast occurring the morning of at 6:30 a.m. at the First Baptist Church Fellowship Hall. Tickets are \$3 each.
- announced Community Mission Blitz is set to occur on Saturday, May 4, 2019 with festivities at Okeena Park, Future City Recreation Center, and Bruce Recreation Center.

With no further business, the meeting adjourned at 7:14 p.m.

John Holden, Mayor

Robert C. Jones, City Recorder