

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
FEBRUARY 20, 2003
6:00 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, February 20, 2003, at 6:00 p.m., in the Municipal Building, 45 East Broad Street. Invocation was given by Mayor Womack. Pledge of Allegiance was led by Mayor Womack. Mayor Womack then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

Also present: Jim Shipley, City Manager; Stephanie Miller, City Clerk; and Mike O'Mara, City Attorney.

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

Councilman Sallee made a motion, seconded by Vice-Mayor Qualls, to amend the agenda by adding item #12c – consider Resolution #R03-02-08, authorizing the submittal of a proposal requesting federal highway administration funds for the purpose of developing alternative transportation systems. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**RECOGNIZE VOLUNTEER
OF THE MONTH**

PROCLAMATION

Whereas: Pam Ealey and daughters, Karen and Kim, are being honored as Cookeville's February "Volunteers of the Month"; and

Whereas: the Ealey ladies are very special and are dedicated to Putnam County Habitat for Humanity where they are very active in volunteering, and recruiting funds and volunteers to help with Habitat Homes; and

Whereas: Pam serves on the Board of Directors for Habitat and was recently elected Vice-President for 2003; she also chairs several committees and was instrumental in starting the Ground Breakers Club that brings in funding for homes; and

Whereas: Karen, a senior at Cookeville High and Pam's oldest daughter, helps keep the Habitat Campus Chapter going and Kim, the youngest and a junior, spends untold hours on Habitat's Scrap Booking Project and created one especially for "Cooking on the Square".

Now, therefore, I, Dr. Charles Womack, Mayor of the City of Cookeville, do hereby proclaim a sense of profound appreciation to Pam, Karen and Kim Ealey for their commitment to this community and commend you as Cookeville's Volunteers of the Month.

This 20th day of February, 2003.

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

OLD BUSINESS:

**CONSIDER APPROVAL OF MINUTES
OF COUNCIL MEETING HELD ON
FEBRUARY 6, 2003**

Vice-Mayor Qualls made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Councilman Shelton. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER ON SECOND AND FINAL
READING ORDINANCE #003-01-01,
ESTABLISHING ZONING FOR
WEST COOKEVILLE-INTERSTATE
40 ANEXATION AREA**

Councilman Davis made a motion, seconded by Councilman Shelton, to approve on second and final reading Ordinance #003-01-01. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER ON SECOND AND FINAL
READING ORDINANCE #003-01-02,
REZONING PROPERTIES ON SHAG
RAG ROAD (TAX MAP #41, PARCELS
26.00, 27.00 & 29.00) FROM CI
(COMMERCIAL-INDUSTRIAL
MIXED USE) TO RS-10 (SINGLE-
FAMILY RESIDENTIAL)**

Councilman Sallee made a motion, seconded by Vice-Mayor Qualls, to approve on second and final reading Ordinance #003-01-02. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

NEW BUSINESS:

**HOLD A PUBLIC HEARING
ON THE ANNUAL PROGRESS
REPORT ON THE PLAN OF
SERVICES FOR THE WEST
COOKEVILLE-INTERSTATE
40 ANNEXATION AREA**

**NOTICE OF PUBLIC HEARING
CITY OF COOKEVILLE
SIX MONTH PROGRESS REPORT
PLAN OF SERVICES FOR ANNEXATION AREA**

Notice is hereby given that the Cookeville City Council will hold a Public Hearing at its meeting on Thursday, February 20, 2003 at 6:00 p.m. in the Council Room at the Cookeville City Hall. The purpose of this Hearing is to present a Six Month Progress Report on the status of extending services to the West Cookeville-Interstate 40 Annexation Area as specified in the Plan of Services. All interested citizens are invited to attend this Hearing. The Progress Report for the annexation area is as follows:

**SIX MONTH PROGRESS REPORT
PLAN OF SERVICES
WEST COOKEVILLE – INTERSTATE 40 ANNEXATION AREA**

The Cookeville City Council, through Resolution R02-06-11, adopted a Plan of Services for the annexation of certain territory identified as the West Cookeville – Interstate 40 Annexation Area. The annexation of this area became effective on August 8, 2002. *Tennessee Code Annotated*, Section 6-51-108 requires that a report be prepared and published on the progress of extending the services to the annexation area as specified in the Plan of Services. According to the Directors of the applicable City Departments, the following progress has been made toward extending the services specified in the Plan of Services for the West Cookeville – Interstate 40 Annexation Area:

Police and Fire Protection

Police and fire protection are provided to the annexation area as specified.

Water

Those property owners already provided water service by the City of Cookeville have had their rates reduced to the city rate. The City is in the process of negotiating with the Double Springs Utility District to acquire the service area. The City has not yet initiated negotiations with the Boat Dock Utility District to acquire the service area. The Plan of Services specifies that required improvements in the areas served by utility districts will be completed within 5 years after the city acquires the service areas.

Sanitary Sewer

Sanitary sewer has not yet been extended in the annexation area. The Plan of Services specifies that sanitary sewer service will be provided based on the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits.

Solid Waste Collection and Disposal

Solid waste collection and disposal is provided to the annexation area as specified.

Streets

Street maintenance is provided to the annexation area as specified.

Planning and Zoning and Inspection Services

Planning and zoning and inspection services are provided to the annexation area as specified. Specific zoning for the annexation area has been approved by the Planning Commission and is currently being considered for adoption by the City Council.

Recreational Facilities

The residents of the annexation area are able to use all municipal recreational facilities as specified.

Natural Gas

Those property owners already provided natural gas service by the City of Cookeville have had their rates reduced to the city rate. The Plan of Services specifies that natural gas service will be provided at city rates within five years after the effective date of annexation to that portion of the annexation area located north of Interstate 40 and will be provided to the area south of Interstate 40 when the level of development economically justifies installation.

Electrical Service and Street Lighting

The Cookeville Electric Department is pursuing necessary measures to acquire the service area from the Upper Cumberland Electric Membership Cooperative. The Plan of Services specifies that electric service at city rates will be provided in the area north of I-40 within one year after the city acquires the service area and within three years for the area south of I-40. Street lighting is to be provided to the entire annexation area within one year after the city acquires the service area.

Street Name Signs

Street name signs have been provided to the annexation area.

James Mills
Planning Director

**HOLD A PUBLIC HEARING
ON THE ANNUAL PROGRESS
REPORT ON THE PLAN OF
SERVICES FOR THE
O'NEILL-WEST 12TH STREET
ANNEXATION AREA**

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

**NOTICE OF PUBLIC HEARING
CITY OF COOKEVILLE
SIX MONTH PROGRESS REPORT
PLAN OF SERVICES FOR ANNEXATION AREA**

Notice is hereby given that the Cookeville City Council will hold a Public Hearing at its meeting on Thursday, February 20, 2003 at 6:00 p.m. in the Council Room at the Cookeville City Hall. The purpose of this Hearing is to present a Six Month Progress Report on the status of extending services to the O'Neill-West 12th Street Annexation Area as specified in the Plan of Services. All interested citizens are invited to attend this Hearing. The Progress Report for the annexation area is as follows:

**SIX MONTH PROGRESS REPORT
PLAN OF SERVICES
O'NEILL-WEST 12TH STREET ANNEXATION AREA**

The Cookeville City Council, through Resolution R02-07-14, adopted a Plan of Services for the annexation of certain territory identified as the O'Neill-West 12th Street Annexation Area. The annexation of this area became effective on August 31, 2002. *Tennessee Code Annotated*, Section 6-51-108 requires that a report be prepared and published on the progress of extending the services to the annexation area as specified in the Plan of Services. According to the Directors of the applicable City Departments, the following progress has been made toward extending the services specified in the Plan of Services for the O'Neill-West 12th Street Annexation Area:

Police and Fire Protection

Police and fire protection are provided to the annexation area as specified.

Water and Sanitary Sewer Service

Water and sanitary sewer service have been provided to the annexation area as specified.

Solid Waste Collection and Disposal

Solid waste collection and disposal is provided to the annexation area as specified.

Streets

Street maintenance is provided to the annexation area as specified.

Planning and Zoning and Inspection Services

Planning and zoning and inspection services are provided to the annexation area as specified

Recreational Facilities

The residents of the annexation area are able to use all municipal recreational facilities as specified.

Natural Gas

Natural gas service is provided to the annexation area as specified.

Electrical Service and Street Lighting

The Cookeville Electric Department is pursuing necessary measures to acquire the service area from the Upper Cumberland Electric Membership Cooperative. The Plan of Services specifies that electric service at city rates and street lighting will be provided within 1 year after the city acquires the service area.

Street Name Signs

Street name signs have been provided in the annexation area.

James Mills
Planning Director

**CONSIDER APPROVAL OF
CITIZEN SURVEY**

Councilman Sallee made a motion, seconded by Councilman Davis, to approve the 2003 citizen survey as requested. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
UTILITY EASEMENT
AGREEMENT WITH CITIZENS
COMMUNICATIONS COMPANY**

Councilman Shelton made a motion, seconded by Vice-Mayor Qualls, to approve the utility easement agreement with Citizens Communications Company subject to deed revisions. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

**CONSIDER APPROVAL OF
PROFESSIONAL SERVICES
CONTRACT**

**MMA Creative
222 West Spring Street
Cookeville, TN 38501
(931) 528-8852 / TIN: 62-1462032**

Invoice

DATE	INVOICE #
01/31/03	12188

BILL TO:
 City of Cookeville
 Jim Shipley
 P.O. Box 998
 45 E. Broad Street
 Cookeville, TN 38503

		P.O. NUMBER	TERMS	PROJECT
			Net 10	
QUANTITY	DESCRIPTION	RATE	AMOUNT	
	Agency consulting & Press Release / Media management (includes on-site consults, meetings, writing & preparation services provided by Mike McCloud & support staff)			
7	1/3/03	75.00		525.00
3	1/6/03	75.00		225.00
8	1/7/03	75.00		600.00
6.5	1/8/03	75.00		487.50
10	1/9/03	75.00		750.00
3	1/10/03	75.00		225.00
5	1/13/03	75.00		375.00
6	1/14/03	75.00		450.00
11	1/15/03	75.00		825.00
10	1/16/03	75.00		750.00
1 1/2% FINANCE CHARGE PER MONTH BEYOND 10 DAYS FROM DATE OF RECEIPT.			TOTAL	\$5,212.50

Councilman Shelton made a motion, seconded by Vice-Mayor Qualls, to approve as an emergency purchase the professional services as submitted. Upon call for a vote, the following voted aye:

Mayor Charles Womack
 Vice-Mayor Steve Qualls
 Councilman Jean Davis
 Councilman Sam Sallee
 Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
CHANGE ORDER FOR
HILLWOOD SUBDIVISION
SEWER PROJECT**

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

MEMORANDUM

TO: City Council
City Manager

FROM: Ronnie J. Kelly, Director *RJK*

DATE: February 14, 2003

SUBJ: Change Order Hillwood Subdivision Sewer Project

I will be requesting approval of change order #2 on the Hillwood Subdivision Sewer Project during the next City Council Meeting. We need to add 230 feet of 8-inch line and a manhole at the intersection (see attached map) of West Broad Street and Pippin Road.

Our staff has recommended that we do a change order, at the same unit bid prices, to extend the sewer line 230 feet up Pippin Road. This will save the tearing out of the property owners service line if he ties onto the existing manhole located in the intersection. The contractor and our project engineer have agreed upon the unit prices associated with the required changes to this project.

The total cost of this change equals \$10,542. The original contract totaled \$632,541.98. Approval of this change order will increase that total contract amount to \$643,083.98.

If you have any questions concerning this matter please give me a call.

Councilman Davis made a motion, seconded by Councilman Sallee, to approve the change order for Hillwood Subdivision Sewer Project as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER AWARDED BID FOR
CARBON – WATER QUALITY
CONTROL DEPARTMENT**

CITY OF COOKEVILLE
DEPARTMENT OF WATER QUALITY CONTROL
BID TABULATION SHEET - ANTHRACITE
(CARBON)

DATE OF BID OPENING February 6, 2003
BIDS OPENED BY RODGER PHILLIPS
BIDS WITNESS BY BONNIE TINCH

TIME: 10:00 A.M.

BIDDERS	BID PRICE PER LOAD							
ANTHRACITE FILTER MEDIA	DNMS							
F.B. LEOPOLD COMPANY	\$4,536.00							
NORTHERN FILTER MEDIA	DNB							
SANMAR CORP	\$5,912.00							
THE PARRY CO	\$5,282.00							

DNMS - DID NOT MEET SPECS
DNB - DID NOT BID

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM - F.B. LEOPOLD COMPANY - BE AWARDED FOR THE FOLLOWING REASON:
LOW BID SUBMITTED.

Ron Kelly
RECOMMENDED
DEPARTMENT HEAD

[Signature]
APPROVAL: CITY MANGER

Stephanie Miller
BUDGET AVAILABILITY:
FINANCE DIRECTOR

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

Councilman Davis made a motion, seconded by Councilman Shelton, to award the carbon bid as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER AWARDING BID FOR
LED LENS FOR TRAFFIC
SIGNALS – PUBLIC WORKS
DEPARTMENT**

**CITY OF COOKEVILLE, TENNESSEE
BID TABULATION RECORD**

LED LENS FOR TRAFFIC SIGNALS

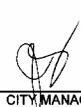
DEPARTMENT: Public Works BIDS TAKEN BY: Tommy Winningham
FAXED BIDS: February 13, 2003 BIDS REVIEWED BY: Greg Brown
TIME OF BID OPENING: NA

BIDDER	TOTAL OF 36 LENS	
STANSELL ELECTRIC CO.	\$3,168.00	
TEMPLE INC.	\$3,612.00	

WE THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM STANSELL ELECTRIC CO. BE
AWARDED FOR THE FOLLOWING REASON: LOW BIDDER


RECOMMENDED: DEPT. DIRECTOR


BUDGET AVAILABILITY: FINANCE DIRECTOR


APPROVAL: CITY MANAGER

Councilman Sallee made a motion, seconded by Councilman Shelton, to award the led lens bid as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

**CONSIDER RESOLUTION #R03-02-08,
AUTHORIZING THE SUBMITTAL
OF A PROPOSAL REQUESTING
FEDERAL HIGHWAY
ADMINISTRATION FUNDS FOR
THE PURPOSE OF DEVELOPING
ALTERNATIVE TRANSPORTATION
SYSTEMS**

Various citizens spoke concerning this item.

Councilman Sallee made a motion, seconded by Mayor Womack, to adopt Resolution #R03-02-08. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Councilman Sam Sallee

NAY: Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Ricky Shelton

The City Clerk announced that the motion failed.

HEARING FROM OFFICERS, COUNCILMEN AND CITY MANAGER:

**RECEIVE FINANCIAL
STATEMENTS 7-1-02
THROUGH 12-31-02**

Stephanie Miller, City Clerk/Finance Director, gave a brief report of the city's financials.

HEARING OF CITIZENS AND/OR DELEGATIONS:

**REPORT FROM LEADERSHIP
PUTNAM**

Mr. Dan Johnson of Leadership Putnam Class of 2003 gave a report on the City/County Government Day held on January 9, 2003.

**COOKEVILLE CITY COUNCIL
MINUTES
FEBRUARY 20, 2003**

There being no further business to discuss, Councilman Sallee made a motion, seconded by Councilman Shelton, to adjourn the meeting at 7:25 p.m. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

Charles Womack, Mayor

ATTEST:

Stephanie Miller, City Clerk