

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
MARCH 17, 2011
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, March 17, 2011, at 5:30 p.m., in the Municipal Building, 45 East Broad Street. Mayor Swallows called for a moment of silent prayer, and led the audience in the Pledge of Allegiance. Mayor Swallows then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

Also present: Jim Shipley, City Manager; Cathy McClain, City Clerk; and Dan Rader, City Attorney.

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the agenda as submitted. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**PROCLAMATION RECOGNIZING
TIM BROWN, DAVID LOWNDES,
MITCHELL KEMP WITH
CUMMINS FILTRATION FOR
THEIR COMMITMENT TO
THE ENERGY EFFICIENCY
PARTNERSHIP**

Melinda Keifer, Economic & Community Development Coordinator, presented the following:

PROCLAMATION

Whereas: Cummins Filtration has developed a model energy efficiency program that has been successful in their or corporation and;

Whereas: Cummins Filtration and the City of Cookeville desired a partnership in which to lead in the development and implementation of an "Unplugged Challenge" for the City of Cookeville; and

Whereas: this energy efficiency initiative has provided a means for the City to reduce energy usage resulting in a more earth friendly, healthier environment and providing a reduction in costs and creating a learning environment for employees; and

Whereas: under the leadership of the Cummins Filtration staff of Tim Brown, David Lowndes, and Mitchell Kemp, a team of Energy Leaders were identified from departments within the City, and an Energy Leader team has completed a series of training, performed an in-depth analysis and developed a logistic plan to implement measures to reduce energy usage that can be applied not only in all City departments, but in the homes of employees; and

Whereas: the "Cookeville Unplugged Challenge" has been deemed a success, we are proud of the achievement and appreciate the efforts of the employees and now by sharing their knowledge with fellow employees, the initiative can be continued; and

Whereas: without the sense of dedication to community from and the Cummins Filtration organization, this awesome goal would not have been achieved.

Now, therefore, I, Matt Swallows, Mayor of the City of Cookeville, do hereby proclaim a sense of profound appreciation to Cummins Filtration, Tim Brown, David Lowndes and Mitchell Kemp for their dedication and commitment to the community for their desire to create a better place to live and work and wish them much success in future endeavors.

This 17th day of March, 2011.


Mayor, Matt Swallows

COOKEVILLE CITY COUNCIL
MINUTES
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PRESENTATION OF THE RESULTS
FROM CUMMINS FILTRATION
AND CITY OF COOKEVILLE
ENERGY EFFICIENCY
PARTNERSHIP

Melinda Keifer, Economic & Community Development Coordinator, presented the following:

Why does it matter:

- 1) The City budgets at least 1.8 million a year to cover all general department electric costs.
- 2) The City spends between 90-95K a month providing power, water, sewer, and heat to buildings, powering street lights, traffic signals, and general facilities.
- 3) City Hall alone spent \$67,816.78 in the last calendar year on just electricity (No Gas, Water, or Sewer).
- 4) Reducing costs frees up funds for employee wages, benefits, and insurance programs.
- 5) It takes about 1 pound of coal to produce 1000 watts of energy. In October, City Hall alone required 33.5 tons of coal be burned to power the building.



Program activities:

- 1) Conducted an inventory of all electric items in the 22 City facilities and calculated their cost using their Kill-a-Watt meters.
 - 2700 ceiling fixtures
 - 226 computers
 - 170 heaters and/or fans
 - 71 refrigerators
- 2) Cummins Energy Leaders presented 10 energy efficient training modules including homework assignments for the Energy Leaders.
- 3) Conducted our first "Unplugged Challenge" over the Christmas and New Year holidays.
- 4) Requested to make presentation to the TN Renewable Energy Economic Development Council (TREEDC) about our partnership with Cummins Filtration.
- 5) Conducted an 'energy hunt' at the Public Works maintenance garage.
- 6) Each Energy Leader has identified additional 'no cost/low cost' items in their Depts that can be done to further reduce energy use.



Program accomplishments:

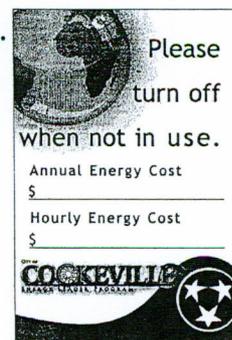


- 1) During first Unplugged Challenge, we saved approx. \$750 over the 4-day holiday (\$175/day x 4 = \$700) just by turning off lights, computers and other office equipment.
- 2) Electric Dept identified that several truck bay lights were being left on when not being used – by flipping ONE light switch they realized a savings of \$783/yr.
- 3) Water treatment plant identified that several 400-watt incandescent bulb fixtures were being left on all the time – by turning these off when not needed they are realizing a savings of \$4000/yr.
- 4) Traffic signal division identified several items in their building being left on (computers, testing equipment, chargers, modems, etc). By changing their ‘shut down for the day’ procedures, they realized an average savings of 1000 kilowatt hours per month. Using a basic calculation, that could mean approx \$100 dollars off their monthly electric bill.
- 5) Energy Leaders were given new resources weekly (free TVA services, product info, home energy efficiency standards) to use at home. All have made changes at home to realize more savings for their own pockets.



What's next:

- 1) Energy Leaders will prepare recommendations for establishing some energy efficient guidelines for the City. (i.e. purchasing CFL bulbs, power strips with timers, motion sensor lights in bathrooms and kitchens, etc.)
- 2) We would like to continue the program and conduct additional Energy Leader training in City Departments.
- 3) We plan to continue meeting as a group and to visit each facility to conduct ‘energy hunts’.
- 4) Continue the ‘Unplugged’ shut-down procedure during all holidays.
- 5) Establish a better tracking system for savings (i.e. meter trackers)
- 6) We are in the process of creating “switch plate” reminders for all light switches in the City.



Together we can make a difference:

We encourage everyone in the community – and especially the staff at the City of Cookeville to participate in EARTH HOUR – Saturday, March 26 – 8:30 to 9:30!



Turn out ALL the lights for one hour – 60 minutes!

<http://www.worldwildlife.org/sites/earthhour/index.html>

ALSO – Earth Day 2011 is April 22!
Commit an “Act of Green” on that day to participate!

<http://www.earthday.org/earth-day-2011>



**COOKEVILLE CITY COUNCIL
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**RECOGNITION OF THE
TWENTY-TWO (22) CITY
OF COOKEVILLE ENERGY
LEADERS AND PRESENTATION
OF PROGRAM GRADUATION
CERTIFICATES**

Melinda Keifer, Economic & Community Development Coordinator, presented certificates to the following City of Cookeville Energy Leaders 2011:

Nadine Shera-Administrative Secretary, Police
Dept
Karen Brown-Marketing Representative, Electric
Dept
Chad McDonald-Superintendent, Cookeville
Performing Arts Center
Tim Brown – Cummins Filtration

Connie Albrecht-Councilwoman, City of
Cookeville
Dale Dyer-Fire Dept
Dwayne Allen- Public Works
Tommy Winningham-Traffic Signal Coord, Public
Works
David Lowndes-Cummins Filtration

Jeff Cook-Water Dept
Ronnie Umbarger-Water Dept

Benton Young – Fire Dept
Shawn Hotsinpiller-Fire Dept
Tony Peek-Director, Electric Dept
Dave McConnell-Public Works
Brian Stamm-Technology Specialist
Tom Dyer-Public Works

Roger Phillips-Water Dept
Marlin Haggard-Water Dept
Jen Webb-Special Programs Coord.,
Leisure Services
Frank McCowan-Leisure Services
Melinda Keifer – Economic Dev.

Councilman Albrecht & City Council thanked Cummins Filtration, Melinda Keifer & all of the Energy Leaders for their hard work & dedication on this project.

OLD BUSINESS:

**CONSIDER APPROVAL OF MINUTES
OF COUNCIL MEETING HELD ON
MARCH 3, 2011**

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

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

CONSENT AGENDA:

**SET A DATE (4-21-11) FOR A PUBLIC
HEARING ON ORDINANCE
#O11-03-04, REZONING TAX MAP
#83, PARCEL 108.03 LOCATED
WEST OF 1801 SOUTH
JEFFERSON AVENUE FROM
RS-20 (SINGLE-FAMILY
RESIDENTIAL) TO CG
(GENERAL COMMERCIAL)**

**CONSIDER AWARDED BID FOR
CABLE – ELECTRIC DEPARTMENT**

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And, to delete the following sentence from Section 9-402, "*Applicants and all partners shall meet qualifications one, two, four, and five in 9-411.*", and substitute in-lieu thereof the following: Applicants and all partners shall also meet the driver's permit qualifications outlined in Section 9-411

And to change the insurance minimum limits in Section 9-405 to \$100,000 for bodily injury or death per person, \$300,000 for bodily injury or death per accident and \$100,000 property damage.

And, to delete (2) of Section 9-411, and insert in-lieu thereof the following:

(2) Be a U.S. Citizen or if a resident alien, have a current work permit or other valid United States Immigration and Naturalization Service documentation

And, to add the following section:

Section 2.: If any part of this ordinance, or any provision of any section, is held to be legally invalid, the remaining provisions remain in full force and effect.

John Parsons, Attorney for the Taxi Cab Companies, requested lowering the insurance amounts required.

Upon call for a vote on the amendment to the motion, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the amendment to the motion carried.

Upon call for a vote on the motion as amended, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the amended motion carried.

**CONSIDER AWARDING
CONTRACT FOR SIGN
INVENTORY AND
MANAGEMENT SYSTEM
- PUBLIC WORKS DEPT.**

Greg Brown, Public Works Director, presented the following:

Sign Inventory and Management Program

- Federal Rule that went into effect January 2008
- Reason for change is that only 25% of travel occurs at night, but 50% of traffic fatalities occur during nighttime hours. Some studies have identified inadequate visibility of traffic control devices is a major cause of nighttime crashes.
- Requirements are in the 2009 version of the Manual on Uniform Traffic Control Devices

Deadlines

- January 22, 2012 to implement a method for maintaining traffic sign retro-reflectivity at or above the minimum levels
- January 22, 2015 to replace noncompliant regulatory, warning and ground mounted guide signs identified by the sign management program
- January 22, 2018 to replace noncompliant overhead guide signs and street name signs identified by the sign management program

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• **Scope Of Work**

- Sign inventory data collection and processing
- Assessment of sign performance
- Web based sign inventory database
- Provide city with field asset tool for maintaining inventory with training
- Project completed August 2011
- Total estimated cost of \$117,358.75. ^(WITH 3M CORPORATION) This is based on an estimated 11,750 signs. At the end of the project, the final cost will be determined by the actual number of signs inventoried.

Councilman Albrecht made a motion, seconded by Councilman Woodford, to award the contract for Sign Inventory and Management System as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
CHANGE ORDER FOR THE
WEST CEMETERY ROAD
EXTENSION PROJECT –
PUBLIC WORKS DEPT.**

West Cemetery Road Extension Project

Contract Amount - \$1,047,915
Total Change Order Amount - \$66,432.11
Final Amount - \$1,114,347.11

Quantities over Contract Amount

Item #	Description	Contract Quantity	Actual Quantity	Amount Over	Cost per Unit	Amount Over
203-05	Undercutting	1,000 tons	4,169 tons	3,169 ton	\$ 5.00	\$ 15,845.00
403-01	Tack Coat	314 gal	845 gal	531 gal	\$ 5.00	\$ 2,655.00
411-01.10	Asphalt Grading "D"	1,193 tons	1,521.92 tons	328.92 ton	\$ 58.00	\$ 19,077.36
611-12.01	Catch Basins Type 12, 0'-4'	4 each	6 each	2 each	\$ 1,250.00	\$ 2,500.00
701-01.01	Sidewalk	11,263 sf	12,908 sf	1,645 sf	\$ 3.00	\$ 4,935.00
716-02.05	Plastic Stop Bar	135 lf	141 lf	6 lf	\$ 15.00	\$ 90.00
716-02.06	Plastic Turn Arrow	12 each	13 each	1 each	\$ 150.00	\$ 150.00
716-02.11	6" Plastic Dotted Line	100 lf	136 lf	36 lf	\$ 3.00	\$ 108.00
775WA-7	Water Line Fitting's	1,335 lb	1,434 lb	99 lb	\$ 3.00	\$ 297.00
	Undercut Backfill (not in contract)		3,531.73 tons	3,531.73 tons	\$ 19.00	\$ 67,102.87
	Crown Vetch Groundcover (not in contract)		88 units	88 units	\$ 63.00	\$ 5,544.00
TOTAL AMOUNT OVER						\$ 118,304.23

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Quantities under Contract Amount

Item #	Description	Contract Quantity	Actual Quantity	Amount Under	Cost per Unit	Amount Over
203-07	Furnish & Spreading Topsoil	4,980 cy	4,894 cy	86 cy	\$ 8.00	\$ 688.00
307-01.01	Asphalt Grading "A"	2,711 ton	2,458.77 ton	252.23 ton	\$ 46.00	\$ 11,602.58
307-01.08	Asphalt Grading "BM"	2,422 ton	1,929.52 ton	492.48 ton	\$ 48.00	\$ 23,639.04
611-07.01	Class "A" Concrete (end walls)	3.68 cy	0	3.68 cy	\$ 475.00	\$ 1,748.00
611-07.02	Steel Reinforcement Bar (end walls)	476 lb	0	476 lb	\$ 2.00	\$ 952.00
611-07.3	Structural Steel (end walls)	554 lb	0	554 lb	\$ 3.00	\$ 1,662.00
611-12.02	Catch Basins Type 12, 4'-8'	13 each	10 each	3 each	\$ 1,500.00	\$4,500.00
705-02.02	Single Guardrail	348 lf	325 lf	23 lf	\$ 15.50	\$ 356.50
707-01.11	Chain Link Fence	350 lf	325 lf	25 lf	\$ 11.00	\$ 275.00
709-05.06	Machined Rip Rap	42 ton	0	42 ton	\$ 25.00	\$ 1,050.00
801-01	Seeding With Mulch	250 units	184 units	66 units	\$ 24.00	\$ 1,584.00
716-02.04	Plastic Pavement Marking's (channelization)	40 sy	22 sy	18 sy	\$ 25.00	\$ 450.00
716-05.01	Painted Pavement Marking's 4" line	2.3 lm	1.1 lm	1.2 lm	\$ 800.00	\$ 960.00
716-05.05	Painted Pavement Marking's Stop line	135 lf	75 lf	60 lf	\$ 10.00	\$ 600.00
775WA-1	6" Waterline	230 lf	215 lf	15 lf	\$ 21.00	\$ 315.00
775W-2	8" Waterline	1,000 lf	980 lf	20 lf	\$ 25.00	\$ 500.00
775WA-9	Concrete	40 cf	18 cf	22 cf	\$ 45.00	\$ 990.00
TOTAL AMOUNT UNDER						\$ 51,873.12

Councilman Anderson made a motion, seconded by Councilman Albrecht, to approve the West Cemetery Road Extension Project change order as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
CHANGE ORDER FOR THE
SOUTH JEFFERSON
AVENUE WIDENING
PROJECT – PUBLIC
WORKS DEPARTMENT**

South Jefferson Avenue Widening Project

Contract Amount - \$443,809
Change Order Amount - \$12,740.79
Final Amount - \$456,549.79

Quantities over Contract Amount

Item #	Description	Contract Quantity	Actual Quantity	Amount Over	Cost per Unit	Amount Over
M-1	Riprap	50 cy	168 cy	118 cy	\$ 35.00	\$ 4,130.00
N-1	Water Line	120 lf	160 lf	40 lf	\$ 35.00	\$ 1,400.00
N-2	Gas Line	185 lf	212 lf	27 lf	\$ 130.00	\$ 3,510.00
S-1	Mineral Aggregate	3,234 ton	3,798.79 ton	564.79 ton	\$ 13.00	\$ 7,342.27
S-3	Bituminous Coated Base	531 ton	583.26 ton	52.26 ton	\$ 62.50	\$ 3,266.25
S-5	Binder	489 ton	632.91 ton	143.91 ton	\$ 60.50	\$ 8,706.56
S-6	Surface Asphalt	656 ton	1,157.27 ton	501.27 ton	\$ 71.50	\$ 35,840.81
S-7	Asphalt Milling	100 ton	265.29 ton	165.29 ton	\$ 10.00	\$ 1,652.90
T-2	Perm. 4" Dashed Line	4,000 lf	4,382 lf	382 lf	\$ 1.00	\$ 382.00
T-3	Perm. 24" Stop Bar	32 lf	74 lf	42 lf	\$ 25.00	\$ 1,050.00
T-5	Temp. 4" Solid Line	4,000 lf	8,785 lf	4,785 lf	\$ 0.50	\$ 2,392.50
	Sod (not in contract)		1,000 sy	1,000 sy	\$ 4.00	\$ 4,000
Total						\$ 73,673.29

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South Jefferson Ave. Widening Under Contract Quantity

Item #	Description	Contract Quantity	Actual Quantity	Amount Under	Cost per Unit	Amount Under
H-1	Water	5,000 gal	0	5,000 gal	\$ 0.50	\$ 2,500
J-1	Utility Relocation	2 ea	0	2 ea	\$ 2000.00	\$ 4,000
J-2	Sign Relocation	10 ea	0	10 ea	\$ 1000.00	\$ 10,000
K-1	Utility Adjustment	10 ea	0	10 ea	\$ 500.00	\$ 5,000
L-1	Under Cutting	100 cy	0	100 cy	\$ 30.00	\$ 3,000
O-2	Temporary Seeding	60 ksf	0	60 ksf	\$ 35.00	\$ 2,100
S-2	Maintenance Stone	1,200 ton	0	1,200 ton	\$ 13.00	\$ 15,600
T-4	Perm. Arrows	22 ea	12 ea	10 ea	\$ 175.00	\$ 1,750
T-6	Channelization	5,000 sf	255 sf	4,745 sf	\$ 3.50	\$ 16,607.50
T-7	8" Dotted Line	53 lf	28 lf	25 lf	\$ 15.00	\$ 375.00
Total						\$ 60,932.50

Councilman Anderson made a motion, seconded by Councilman Albrecht, to approve the South Jefferson Avenue Widening Project change order as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

HEARING OF CITIZENS AND/OR DELEGATIONS;

Clay Robertson, Putnam County Library Director, invited the council to the library.

Mayor Swallows proudly presented the 2010 Census results: Cookeville population 30,435 & Putnam County 72,321!!

There being no further business to discuss, Councilman Anderson made a motion, seconded by Councilman Woodford, to adjourn the meeting at 6:15 p.m. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

Matt Swallows, Mayor

ATTEST:

Cathy McClain, City Clerk