

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
DECEMBER 15, 2011
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, December 15, 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
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

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

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

City Manager Jim Shipley requested to move up item #10 – consider Resolution #R11-12-17 to be considered after item #2.

Councilman Anderson made a motion, seconded by Councilman Woodford, to move item #10 to be considered after item #2 and to approve the agenda as amended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

OLD BUSINESS:

**CONSIDER APPROVAL OF
MINUTES OF COUNCIL
MEETING HELD ON
DECEMBER 1, 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
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011**

NEW BUSINESS:

**CONSIDER RESOLUTION
#R11-12-17, COMMENDING
THE TTU FOOTBALL TEAM
ON THEIR OVC
CHAMPIONSHIP**

Councilman Anderson read the following Resolution #R11-12-17 & presented a copy to TTU Football Team/Athletic Staff:

RESOLUTION

A RESOLUTION OF THE COUNCIL OF
THE CITY OF COOKEVILLE,
TENNESSEE, COMMENDING THE
TENNESSEE TECH FOOTBALL
PROGRAM FOR WINNING THE OHIO
VALLEY CONFERENCE
CHAMPIONSHIP

RESOLUTION NUMBER: R11-12-17
REQUESTED BY: CITY COUNCIL
PREPARED BY: JIM SHIPLEY
APPROVED AS TO FORM AND
CORRECTNESS:

(City Attorney)
ADOPTED: 12-15-11
MINUTE BOOK _____ PAGE _____

WHEREAS, the Tennessee Tech Football team recently earned their first OVC Championship title in 36 years; and

WHEREAS, The Golden Eagle's defeated Austin Peay to clinch the championship in front of a crowd of 9,142 fans and students at TTU's Tucker Stadium; and

WHEREAS, Tech claimed the title for the first time since 1975, and in celebration, students rushed onto the field as the game clock expired, and the team was presented the OVC championship trophy on the field; and

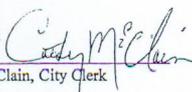
WHEREAS, with the victory for the OVC championship, Tennessee Tech earned the automatic bid to the NCAA Division I Championship playoffs; their first ever appearance in the tournament; and

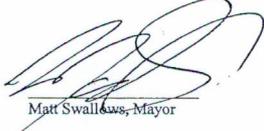
WHEREAS, Coach Watson Brown was named the OVC Coach of the Year, and is a finalist for the Eddie Robinson Award, a prestigious award that honors the national coach of the year in the Championship Subdivision of football.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COOKEVILLE, TENNESSEE, that on behalf of the citizens of the City of Cookeville, sincere congratulations is hereby extended to the Tennessee Tech Golden Eagle Football Team and Athletic Staff for their achievements.

NOW, THEREFORE, BE IT FURTHER RESOLVED that this resolution shall be duly recorded and filed in the City Clerk's office.

Adopted, this the 15th day of December, 2011.

ATTEST: 
Cathy McClain, City Clerk


Matt Swallows, Mayor

Councilman Woodford made a motion, seconded by Councilman Anderson, to adopt Resolution #R11-12-17. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

OLD BUSINESS:

**CONSIDER ON SECOND AND FINAL
READING ORDINANCE #O11-11-19,
REZONING 2001 FISK ROAD FROM
HM (HEAVY MANUFACTURING) TO
CI (COMMERCIAL-INDUSTRIAL
MIXED USE)**

**COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on second and final reading Ordinance #O11-11-19. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**CONSIDER ON SECOND AND FINAL
READING ORDINANCE #O11-11-20,
ANNEXATION OF SOUTH WILLOW
AVENUE AREA**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on second and final reading Ordinance #O11-11-20. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**CONSIDER ON SECOND AND FINAL
READING ORDINANCE #O11-12-21,
AMENDING THE BUDGETS OF
THE GENERAL AND QUALITY
OF LIFE FUNDS OF THE CITY
OF COOKEVILLE, TN, FOR
THE FISCAL YEAR ENDED
JUNE 30, 2012**

SECTION I: That the budget for the General Fund be amended as follows:		SECTION II: That the budget for the Quality of Life Fund be amended as follows:	
GENERAL FUND		QUALITY OF LIFE FUND	
INCREASE (DECREASE) REVENUE:		INCREASE (DECREASE) IN EXPENDITURES:	
State Income Tax	\$ 45,000.00	Contributions - TN Parks and Greenways Foundation	\$25,000.00
Total Increase (Decrease) in Revenue - General Fund	\$45,000.00	Total Increase (Decrease) in EXPENDITURES	\$25,000.00
INCREASE (DECREASE) EXPENDITURES:		INCREASE (DECREASE) QUALITY OF LIFE FUND BALANCE:	
Fire Fighting - Salaries & Benefits	\$104,000.00	FUND BALANCE	(\$25,000.00)
Fire Fighting - Operating Expenses	\$30,000.00	Total Increase (Decrease) in Quality of Life Fund Balance:	(\$25,000.00)
Student Firefighting - Salaries & Benefits	(\$30,000.00)		
Student Firefighting - Tuition Reimbursement	(\$30,000.00)		
Student Firefighting - Operating Expenses	(\$30,000.00)		
Total Increase (Decrease) in Expenditures - General Fund	\$44,000.00		

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on second and final reading Ordinance #O11-12-21. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011**

CONSENT AGENDA:

SET A DATE (1-19-12) FOR A PUBLIC HEARING ON ORDINANCE #O11-12-22, REZONING 1710 WHITE ROAD (TAX MAP #83J-D PORTION OF PARCEL 4.00) FROM CG (GENERAL COMMERCIAL) TO RS10 (SINGLE-FAMILY RESIDENTIAL) & REZONING A PORTION OF THE ADJOINING PROPERTY (TAX MAP #83J-D PORTION OF PARCEL 11.01) FROM RS10 (SINGLE-FAMILY RESIDENTIAL) TO CG (GENERAL COMMERCIAL)

CONSIDER AWARDED BID FOR MEAL/SERVICE FOR FATHER/ DAUGHTER DATE NIGHT – LEISURE SERVICES DEPT.

**CITY OF COOKEVILLE
BID TABULATION SCHEDULE**

Father Daughter Full Catered Meal

DATE OF BID OPENING: Tuesday, December 6, 2011

TIME: 10:00 a.m.

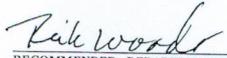
BIDS OPENED BY: Rick Woods and Janice Myers

DEPARTMENT: Leisure Services & Public Facilities

	Total for 3 night event	Option (choc fountain)
1. Royal Act Catering	\$11,750.00	\$975.00
2. Grade A Catering	No Bid	
3. Kathy's Kakes	No Bid	
4. Diana's Catering	No Bid	
5. S & W Catering	No Bid	

We, the undersigned, do hereby recommend the bid from Royal Act Catering for the following reason:

Only bid – meets specs


RECOMMENDED: DEPARTMENT HEAD


BUDGET AVAILABILITY: FINANCE DIRECTOR


APPROVAL: CITY MANAGER

CONSIDER AWARDED BID FOR PHOTOGRAPHY FOR FATHER/ DAUGHTER DATE NIGHT – LEISURE SERVICES DEPT.

**CITY OF COOKEVILLE
BID TABULATION SCHEDULE**

Father Daughter Photography

DATE OF BID OPENING: Tuesday, December 6, 2011

TIME: 10:30 a.m.

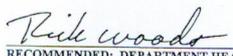
BIDS OPENED BY: Rick Woods and Janice Myers

DEPARTMENT: Leisure Services & Public Facilities

	Designated fee paid to Leisure Services for 3 night event
1. Tyrus Kernea Photography	\$1,000.00
2. Emily Damico	No bid
3. Amy Callahan	No bid
4. Creative Push	No bid
5. Becca Yager	No bid
6. Ellie Odom	No Bid

We, the undersigned, do hereby recommend the bid from Tyrus Kernea for the following reason:

Only bid - meets Specs


RECOMMENDED: DEPARTMENT HEAD


BUDGET AVAILABILITY: FINANCE DIRECTOR


APPROVAL: CITY MANAGER

**COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011**

**CONSIDER AWARDED BID FOR
POLES – ELECTRIC DEPT.**

CITY OF COOKEVILLE
ELECTRIC DEPT.
BID TABULATION SCHEDULE
BID NOTICE # 11120601

DATE OF BID OPENING: 11-21-2011
BIDS OPENED BY: Charles Dykes
BIDS WITNESSED BY: Rick Simpson
DEPARTMENT: Electric
TIME: 2:00 PM CST

BIDDERS	Ductile Iron Distribution Poles		19						
	QTY								
McWane Poles	\$ 1,301.98	\$ 24,737.00							
Sabre Tubular Structures	No Bid								
Thomas & Betts	No Bid								
Valmont	Late Bid								
Fort Worth Tower	No Bid								
M.D. Henry	No Bid								

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM McWane Poles
BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.
RECOMMENDED BY: *Steele* DEPT. HEAD
APPROVAL: *[Signature]* CITY MANAGER

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

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

NEW BUSINESS:

**CONSIDER RESOLUTION #
R11-12-18, ADOPTING A DEBT
MANAGEMENT POLICY**

City of Cookeville Debt Management Policy

- Promote Transparency
 - council, citizens, taxpayers, rate payers, other vested parties
- Requires Full Disclosure
 - issue cost, recurring cost, compensation to professionals
 - Role of bond counsel, financial advisors, underwriters
 - Requires professionals to disclose to city any business relationships among professionals engaged in the debt transaction
- Defines Debt
- Approvals required to Issue Debt
- Role and Use of Debt
- Establishes Types of Debt that can be issued
- Policy fulfills requirements of the State of TN - 12/31/2011

Councilman Anderson made a motion, seconded by Councilman Woodford, to adopt Resolution #R11-12-18 as mandated by the State of Tennessee. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011**

**CONSIDER AUTHORIZING THE
CITY MANAGER TO EXECUTE
CONTRACTS FOR 2012 HEALTH
INSURANCE PLAN – (A) BLUE
CROSS/BLUESHIELD
ADMINISTRATIVE FEES &
(B) STOP LOSS COVERAGE**

**Health Plan
Overview**

- Self funded 14 years
 - City premiums/employee premiums cover all plan expenses
- BCBS PPO Network – 2003
 - BCBS administers plan
 - Stop Loss protect against catastrophic claims
 - January renewal
- Average 1,052 plan members
 - Enrollment increase (up from 1009 last period)
- Average Age of covered employee/retiree 50.4 years
- Average Age of all covered members is 37.9 years

Recent Plan Changes

- Network S effective March 2010
 - Projected lower claims expense
- Employee deductible Increased Jan 2011
 - \$1,000 per member / \$1,500 max out of pocket
- Employee Get Fit Program 2011
 - Limited active participation
- Employee Health Clinic 2011
 - Partnered with CRMC
 - Consider allowing spouse participation

**2012 Employee Health Plan
Recommendations / Overview**

- No changes to employee benefits
 - Deductible remain \$1,000
 - Out of pocket max \$1,500
 - Employee premiums remain unchanged
- BCBS Administers Plan \$234,326
 - Fee remains same \$40.53 pcpm
 - Guarantee admin fee rate hold 6/30/14
 - **FSA medical plan** \$4.00 pepm
 - Reduce employee taxes
 - Payroll deduction for out of pocket medical expenses
- Stop Loss Insurance – catastrophic medical claims
 - HighMark short renewal (6 month) \$93,374
 - \$17.76 single (13.82% decrease)
 - \$42.54 family (13.59% decrease)
- Estimated Fund Balance @ 6/30/12 \$3,900,000

**COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011**

Councilman Anderson made a motion, seconded by Councilman Woodford, to authorize the City Manager to execute contracts for 2012 Health Insurance Plan as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**CONSIDER AUTHORIZING
THE CITY MANAGER TO
EXECUTE AN AGREEMENT
WITH ACTIVE NETWORK
TO PROVIDE ON-LINE
PROGRAM REGISTRATION
- LEISURE SERVICES DEPT.**

Memo

To: Mayor, Matt Swallows
Vice-Mayor, Larry Epps
Councilman, Connie Albrecht
Councilman, Alma Anderson
Councilman, Jim Woodford
City Manager, Jim Shipley
From: Rick Woods *RW*
Date: December 12, 2011
Re: On-line Program Registration

In addition to the bid items on the December 15 council agenda, I will be requesting your approval to enter into an agreement with Active Network to provide on-line registration for our department's classes, programs, events, and facility rentals. This will allow us to transition from strictly in-house registration to a hosted, on-line registration process which will be more convenient for our customers and will save us the expense of annual maintenance fees and credit card service charges.

Our current registration software is several years old, out of date and no longer supported by the provider. Without this transition to a hosted on-line provider, we would need to purchase a newer version of the software to continue our existing registration services. The Active Network is the only on-line registration program that will interface with our existing software which will allow us to save our customer data and gives us the advantage of an existing understanding of the tracking and reporting capability of the program and services.

The up front cost for making this transition is \$15,066. This is a budgeted item and the cost covers hardware upgrades (credit card readers) and all of the training required for our staff. We will save the yearly maintenance fees that we currently pay (\$1900 per year) and credit card service charges (\$6,461 in FY 10/11). The Active Network will collect the registration fees and charge the on-line customer a percentage of the registration fee, or a minimum of \$2 which ever is greater, and will then write a check to the City twice per month to cover the program and event registration fees.

Making the transition to this on-line registration process will not require our patrons to register on-line. They will still be able to sign-up in person at one of our facilities if they prefer. But it will give them the option of registering on-line for classes, programs and events whenever and wherever they choose.

The Active Network might be familiar to you as many events nation wide utilize their registration services, especially running events. It is a reputable company used by numerous recreation providers throughout Tennessee and the country.

Mr. Shipley, Mr. Davidson in our accounting department, and City Attorney, Dan Rader have all reviewed the agreement and are comfortable with the process and the terms.

We are excited about making this transition which will bring us in line with what most other Leisure Services departments are already offering and will be a great convenience for our customers and program participants.

Please let me know if you have any questions.

Councilman Anderson made a motion, seconded by Councilman Woodford, to authorize the City Manager to execute an agreement with Active Network as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
DECEMBER 15, 2011

CONSIDER AWARDING BID FOR
TWO (2) UTILITY VEHICLES –
LEISURE SERVICES DEPT.

CITY OF COOKEVILLE
BID TABULATION SCHEDULE

2 Utility Vehicles

DATE OF BID OPENING: Friday, December 9, 2011

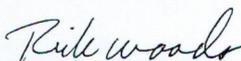
TIME: 10:00 a.m.

BIDS OPENED BY: Rick Woods and Janice Myers

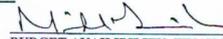
DEPARTMENT: Leisure Services & Public Facilities

	Bid Price per unit	Total Bid
1. Lansford Kawasaki Suzuki	\$8,994.00	\$17,988.00
2. Upper Cumberland Rental & Sales	\$10,449.98	\$20,899.90
3. Southern Landscape Supply	\$7,999.00	\$15,998.00
4. TriGreen Equipment	\$6,390.00	\$12,780.00
5. Dal-Kawa Cycle Center, North Carolina	\$6,348.24	\$12,696.48
6. Dal-Kawa Cycle Center, North Carolina	\$7,588.48	\$15,176.96

We, the undersigned, do hereby recommend the bid from TriGreen Equipment for the following reason:


RECOMMENDED: DEPARTMENT HEAD

Lowest evaluated bid meeting specifications


BUDGET AVAILABILITY: FINANCE DIRECTOR


APPROVAL: CITY MANAGER

Councilman Anderson made a motion, seconded by Councilman Woodford, to award the utility vehicle bid as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

HEARING OF CITIZENS AND/OR DELEGATIONS:

Mayor Swallows recognized Boy Scout Troop #20 Michael Jeffers.

There being no further business to discuss, Councilman Albrecht made a motion, seconded by Councilman Anderson, to adjourn the meeting at 6:05 p.m. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Connie Albrecht
Councilman Alma Anderson
Councilman Jim Woodford

The City Clerk announced that the motion carried.

Matt Swallows, Mayor

ATTEST:

Cathy McClain, City Clerk