

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
AUGUST 16, 2012
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, August 16, 2012, 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 Alma Anderson
Councilman Connie Albrecht
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 Albrecht, to approve the agenda as submitted. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

OLD BUSINESS:

**CONSIDER APPROVAL OF
MINUTES OF COUNCIL
MEETING HELD ON
AUGUST 2, 2012**

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 Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

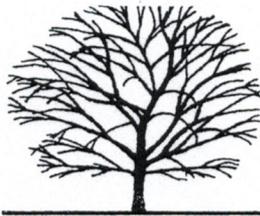
ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

NEW BUSINESS:

**CONSIDER APPOINTMENTS
TO THE COOKEVILLE TREE
BOARD**

**COOKEVILLE CITY COUNCIL
MINUTES
AUGUST 16, 2012**



**COOKEVILLE
TREE BOARD**

Cookeville City Council
45 East Broad Street
Cookeville, Tn. 38501

August 10, 2012

Dear Mayor Swallows:

The Cookeville Tree Board has three appointed seats now open. All three of those seats (Mike Witt, Linda Carlen, and Justin Clark) expire this month. With the Council's approval Mike Witt, presently serving as chairman, would like to continue with a second term. However, Linda and Justin have chosen to rotate off of the Board. Justin Clark was appointed by the Council last year. He has served the Board well but between work conflicts and the anticipation of moving out of county feels the need to give up his seat.

At this time the Tree Board has not reviewed potential candidates which meet the criteria necessary to fill these positions. We have started the search but as of this date have no recommendations. On behalf of the Cookeville Tree Board, We would appreciate the City Council's consideration of Mike Witt for a second term. We would also ask that if the City Council knows a qualified person they would like to recommend, please contact the Board.

Mike Witt
815 Windsor Street
Cookeville, Tenn.
38501-349-7258 cell
931-526-1132 home

Mayor Swallows made a motion, seconded by Councilman Anderson, to reappoint Mike Witt to the Cookeville Tree Board for another three (3) year term. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER APPOINTMENTS
TO THE ARCHITECTURAL
DESIGN REVIEW BOARD**

James Mills, City Planner, advised that Adam Ryan (replacing Ellie Lenhart term expiring) has agreed to serve & Kay Starkweather /Peter Metts have agreed to continue serving on the Architectural Design Review Board for another three (3) year term.

Councilman Anderson made a motion, seconded by Councilman Woodford, to appoint Adam Ryan & reappoint Kay Starkweather & Peter Metts to the Architectural Design Review Board for a three (3) year term. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
AUGUST 16, 2012**

**CONSIDER REAPPOINTMENTS
TO THE ALCOHOLIC
BEVERAGE CONTROL
BOARD**

MEMORANDUM

TO: Mayor Swallows
Vice-Mayor Epps
Councilman Anderson
Councilman Albrecht
Councilman Woodford

FROM: Cathy McClain, CMC, City Clerk 

DATE: August 13, 2012

RE: Vacancies on the Alcoholic Beverage Control Board

We have two vacancies on the Alcoholic Beverage Control Board. Bettye Bussell & Ray Smith have agreed to serve another four (4) year term. It is my recommendation to reappoint Bettye Bussell & Ray Smith. If you have any questions, please call me at 520-5246.

Thank you for your attention to this matter.

Councilman Anderson made a motion, seconded by Councilman Woodford, to reappoint Ray Smith & Bettye Bussell to the Alcoholic Beverage Control Board for another four (4) year term. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER AWARDING ANNUAL
BID FOR VEHICLE SERVICING -
ALL DEPARTMENTS**

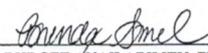
**CITY OF COOKEVILLE
BID TABULATION SCHEDULE
VEHICLE SERVICING (1 YEAR)**

DATE OF BID OPENING: AUGUST 13, 2012 TIME: 10:00 A.M.
BIDS OPENED BY: CATHY MCCLAIN, CITY CLERK
BIDS WITNESSED BY: TRILBY LEACH
DEPARTMENT: ALL DEPARTMENTS

<u>BIDDERS</u>	Oil Change (up to 6 qts.)						
XPRESS LUBE	\$19.95						
CLEAN-CARE AUTOCARE	\$19.25						
EXPRESS OIL CHANGE & SERVICE CENTER	\$23.99						

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM: CLEAN-CARE AUTOCARE BE AWARDED FOR THE FOLLOWING REASON: LOW BIDDER MEETING SPECIFICATIONS.

n/a
RECOMMENDED: DEPARTMENT HEAD


BUDGET AVAILABILITY: FINANCE DIRECTOR
Asst.


APPROVED: CITY MANAGER

**COOKEVILLE CITY COUNCIL
MINUTES
AUGUST 16, 2012**

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

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER AWARDING BID FOR
TRACTOR WITH ROTARY SIDE
MOWER – PUBLIC WORKS
DEPARTMENT**

Greg Brown, Public Works Director, explained that CMI Equipment pulled their bid out. He recommended Tri Green Equipment bid with a delivery of three (3) months.

CITY OF COOKEVILLE
BID TABULATION RECORD
TRACTOR W/ ROTARY SIDE MOWER

DEPARTMENT: PUBLIC WORKS DATE OF BID OPENING: AUGUST 6, 2012
BIDS OPENED BY: GREG BROWN TIME OF BID OPENING: 10:00 AM
OPENING WITNESSED BY: TIMMY LEE

BIDDERS			
TRI GREEN EQUIPMENT	\$47,153.90		
CMI EQUIPMENT	\$44,927.00		
DICKSON COUNTY EQUIPMENT	\$51,324.79		

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM TRI GREEN EQUIPMENT

BE AWARDED FOR THE FOLLOWING REASON: LOWEST BIDDER MEETING SPECIFICATIONS


RECOMMENDED: DEPT. DIRECTOR


BUDGET AVAILABILITY: FINANCE DIRECTOR


APPROVAL: CITY MANAGER

Councilman Anderson made a motion, seconded by Councilman Woodford, to award the tractor w/rotary side mower bid as recommended. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
AUGUST 16, 2012**

**CONSIDER APPROVAL OF
ARCHITECTURAL CONTRACT
FOR THE RENOVATION OF THE
PROPERTY/BUILDING
LOCATED AT 1115 E. SPRING
STREET FOR A NEW PUBLIC
WORKS DEPARTMENT
FACILITY**

Greg Brown, Public Works Director, recommended the best RFQ submitted by Richard C. Rinks & Associates, Inc. (local company) for a contract of 9.1% of the construction cost of the renovation of the new Public Works Department Facility.

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the Architectural Contract for the renovation of the new Public Works Department Facility as recommended. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
CHANGE ORDER FOR THE
7TH STREET IMPROVEMENT
PROJECT**

COOKEVILLE PUBLIC WORKS DEPARTMENT 7TH STREET IMPROVEMENTS - PHASE 2 ELK MOUNTAIN CONSTRUCTION COMPANY, INC.					ESTIMATE NO. 3					
ITEM	DESCRIPTION	CONTRACT ITEMS			THIS PERIOD		TOTAL TO DATE			
		QUANTITY	UNITS	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT		
7TH STREET IMPROVEMENTS - PHASE 2 (SCHEDULE A)										
1	TRAFFIC CONTROL	1	LS	11,500.00		20	2,300.00	1,00	11,500.00	
2	MOBILIZATION / DEMOBILIZATION	1	LS	9,200.00		20	1,840.00	1,00	9,200.00	
3	EROSION CONTROL	1	LS	5,700.00		30	1,995.00	1,00	5,700.00	
4	DEMOLITION	1	LS	15,850.00				1,00	15,850.00	
5	GRADING	1	LS	36,500.00		05	1,825.00	1,00	36,500.00	
6	BOX CULVERT EXTENSION	1	LS	17,000.00		05	765.00	1,00	17,765.00	\$765.00
7	WATER	4,000	GAL	9.12	480.00	4,000.00	480.00	12,000.00	1,440.00	\$960.00
8	SIGN RELOCATIONS	2	EA	1,500.00	3,000.00	2,00	3,000.00	2,00	3,000.00	
9	UNDERCUTTING	150	CY	45.00	6,750.00			1,278.27	57,522.15	\$50,772.00
10	SODDING	700	SY	5.00	3,500.00	750.00	3,750.00	750.00	3,750.00	\$250.00
11	TYPE 12 CATCH BASIN	7	EA	1,600.00	11,200.00			7,00	11,200.00	
12	TYPE 14 CATCH BASIN	2	EA	2,100.00	4,200.00			2,00	4,200.00	
13	15" HDPE DRAINAGE PIPE	617	LF	32.00	19,744.00	12,00	384.00	632.00	20,224.00	\$480.00
14	15" RCP DRAINAGE PIPE	244	LF	37.00	9,028.00			180.00	6,992.00	-\$2,035.00
15	MINERAL AGGREGATE BASE	740	TN	17.20	12,728.00	89.57	1,539.74	1,050.32	18,154.94	\$5,426.00
16	TACK COAT	1	TN	500.00	500.00	1,00	500.00	1,00	500.00	-\$100.00
17	BINDER	866	TN	72.00	47,952.00	98.86	7,117.92	588.12	42,205.04	-\$5,751.36
18	SURFACE	333	TN	84.00	27,972.00	431.45	36,241.80	431.45	36,241.80	\$8,269.80
19	DRIVEWAY APRON	5,410	SF	5.00	27,050.00	464.00	2,320.00	2,921.00	14,608.00	-\$12,445.00
20	SIDEWALK	6,300	SF	3.00	22,050.00	420.00	1,470.00	5,810.00	19,635.00	-\$2,415.00
21	CURB & OUTER (2' TOTAL)	1145	LF	\$12.00	13,740.00	192.00	2,304.00	1,800.00	18,200.00	\$5,460.00
22	POST CURB	28	LF	\$12.00	336.00	28.00	336.00	28.00	336.00	

**COOKEVILLE CITY COUNCIL
MINUTES
AUGUST 16, 2012**

COOKEVILLE PUBLIC WORKS DEPARTMENT 7TH STREET IMPROVEMENTS - PHASE 2 ELK MOUNTAIN CONSTRUCTION COMPANY, INC.										ESTIMATE NO. 3		
ITEM	DESCRIPTION	CONTRACT ITEMS			THIS PERIOD			TOTAL TO DATE				
		QUANTITY	UNITS	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT		
23	CONCRETE P.L. FOR ISLAND	0.75	SF	\$500.00	375.00		1.00	500.00	1.00	500.00	\$125.00	
24	THERMOPLASTIC 4" SOLID	1660	LF	\$2.00	3,300.00		1,887.00	3,374.00	1,887.00	3,374.00	\$74.00	
25	THERMOPLASTIC 4" DASH	1072	LF	\$2.00	2,144.00		525.00	1,650.00	525.00	1,050.00	-\$1,094.00	
26	THERMOPLASTIC 24" STOP BAR	98	LF	\$10.00	980.00		98.00	980.00	98.00	980.00		
27	THERMOPLASTIC ARROWS	8	EA	\$150.00	1,200.00		8.00	1,200.00	8.00	1,200.00		
7TH STREET SANITARY SEWER PROJECT												
28	8" SEWER LINE	510	LF	\$50.00	30,500.00				534.00	32,040.00	\$1,440.00	
29	CONNECT TO EXISTING MANHOLES ON 7TH STREET	2	EA	\$1,000.00	2,000.00				2.00	2,000.00		
30	6" SERVICE TAP ON NEW 8" MAIN	12	EA	\$170.00	2,040.00				12.00	2,040.00		
31	8" SEWER LINE CAPPED	2	EA	\$1,750.00	3,500.00				3.00	3,750.00		
32	FEYNCO SADDLE ON EXISTING 8" MAIN	1	EA	\$2,000.00	2,000.00				1.00	2,000.00	\$1,250.00	
33	6" SEWER LINE	450	LF	\$32.00	14,400.00				458.00	13,952.00	-\$448.00	
34	UNDERCUTTING AND CRUSHED STONE BACKFILL	10	CY	\$90.00	900.00	10.00	650.00		24.00	1,560.00	\$910.00	
										\$51,894.53		
										368,269.00		
										TOTALS	75,922.46	420,163.53
										MATERIALS		
										SUBTOTAL	75,922.46	420,163.53
										RETAINAGE	3,796.12	21,008.18
										PREVIOUS PAYMENTS		327,029.02
										AMOUNT DUE	72,126.34	72,126.33

Original contract with Elk Mountain Construction - \$368,269.00
 Final pay request amount - \$420,163.53
 Change order amount - \$51,894.53

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the change order for Phase 2 of the 7th Street Improvement Project as submitted. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

**CONSIDER AUTHORIZING
THE CITY MANAGER TO
EXECUTE AN AMENDMENT
TO THE ENGINEERING
CONTRACT FOR FLOW
MONITORING**

TO: City Council
 City Manager
 FROM: Ronnie J. Kelly, Director *RJK*
 DATE: August 10, 2012
 SUBJ: Engineering Contract Amendment – Flow Monitoring

On April 19th of this year, the City Council authorized our department to enter into an engineering contract with Gresham Smith & Partners. The contract was structured to provide consulting engineering services necessary to develop a hydraulic sewer model for our Department. The model is to be used as a tool to assist in the formulation of capital improvements. As new areas of Cookeville are added to the sanitary sewer system, the model will allow us to identify and eliminate pinch points or bottlenecks in the system that could contribute to sanitary sewer overflows. The fee was broken down as follows:

Engineering fees - \$69,488
 Flow Monitoring Fee - \$43,720
 Reimbursable Expenses - \$1,200

We are proposing to amend the Flow Monitoring portion of the contract to allow an additional five (5) months of monitoring at a total cost of \$27,000.

The original contract conducted flow monitoring during the months of May, June, and July. As you are aware, it did not rain during the months of May and June. This lack of rainfall significantly dropped the ground water level. This drop in the groundwater table negatively influenced the data that we were able to collect. We believe that by extending the flow monitoring an additional five (5) months, we will see the ground water table return to a more normal level. This will allow us to measure the ground waters influence upon our flow in the collection system and provide more accurate data for the model build out.

If you have any questions or comments please feel free to give me a call.

**COOKEVILLE CITY COUNCIL
MINUTES
AUGUST 16, 2012**

Councilman Anderson made a motion, seconded by Councilman Woodford, to authorize the City Manager to execute an amendment to the engineering contract for flow monitoring as recommended. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

HEARING OF CITIZENS AND/OR DELEGATIONS:

Councilman Woodford announced that The Power of Putnam presented Lt. Mike Smith, Community Relations Cookeville Police Department, with the "Monthly Prevention Partnership Award".

There being no further business to discuss, Councilman Anderson made a motion, seconded by Councilman Albrecht, to adjourn the meeting at 5:48 p.m. Upon call for a vote, the following voted aye:

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

ABSENT: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

Matt Swallows, Mayor

ATTEST:

Cathy McClain, City Clerk