

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
NOVEMBER 1, 2012
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, November 1, 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
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Councilman Connie Albrecht

Also present: Jim Shipley, City Manager; Cathy McClain, City Clerk; and Dan Rader IV, serving as 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
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

OLD BUSINESS:

**CONSIDER APPROVAL OF
MINUTES OF COUNCIL
MEETING HELD ON
OCTOBER 18, 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
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Jim Woodford

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 1, 2012**

NEW BUSINESS:

**HOLD A PUBLIC HEARING AND
CONSIDER ON FIRST READING
ORDINANCE #O12-11-21,
AMENDING THE BUDGET OF
THE GENERAL FUND OF THE
CITY OF COOKEVILLE, TN,
FOR THE 2012-2013 FISCAL
YEAR**

<u>GENERAL FUND</u>	
INCREASE (DECREASE) REVENUE:	
Insurance Proceeds	\$ 25,000.00
Total Increase (Decrease) in Revenue - General Fund	\$25,000.00
INCREASE (DECREASE) EXPENDITURES:	
41910-715 Non-Profit Contributions - Tenn Rehab Center	\$3,000.00
42190-944 Police Capital - Vehicles	25,000.00
Total Increase (Decrease) in Expenditures - General Fund	\$28,000.00
Total Increase (Decrease) in General Fund Balance:	(3,000.00)

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on first reading Ordinance #O12-11-21. Upon call for a vote, the following voted aye:

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

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

**SET A DATE (12-6-12) FOR A
PUBLIC HEARING ON
ORDINANCE #O12-11-20,
REVISIONS TO THE
ZONING CODE SECTION
231, SRA, SINKHOLE
RETENTION AREA**

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the public hearing date of 12-6-12 at 5:30 p.m. for Ordinance #O12-11-20. Upon call for a vote, the following voted aye:

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

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
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**CONSIDER AUTHORIZING THE
CITY MANAGER TO EXECUTE
AN ENGINEERING CONTRACT
FOR THE SOUTHEAST SEWER
PROJECT**

MEMORANDUM

TO: City Council
City Manager

FROM: Ronnie J. Kelly, Director *RJK*

DATE: October 11, 2012

SUBJ: Engineering Proposal – Southeast Sewer Project

During the next City Council meeting I will be seeking authorization for the City Manager to enter into an engineering contract with CTI Engineers, Inc. The contract will provide the consulting engineering services necessary to design a pressure sanitary sewer system that will serve the southeast portion of the City of Cookeville. Sanitary sewer service will be provided to the Victory Hill, Waconda Hills, Riverside, and Riverbend subdivisions, plus other properties in that general area.

An engineering fee has been negotiated with CTI to provide the engineering services necessary to develop the sewer system for this part of the City and is broken down as follows:

Preliminary Engineering Report - \$30,000 (LS)
Design - \$118,000 (LS)
Surveying - \$13,700 (cost plus not to exceed)
Permitting - \$12,000 (cost plus not to exceed)
ESCP - \$10,800 (cost plus not to exceed)
Bidding - \$6,200 (LS)
Construction Admn. - \$52,000 (LS)
Resident Inspection - \$104,000 (cost plus not to exceed)

A Preliminary Engineering Report will include the following:

- 1. Assist Cookeville in developing a standard policy for the operation and maintenance of a pressure sewer system before the final design is completed.**
 - a. Gather and present information to Cookeville on other select municipalities, utilities, and/or authorities policies with regards to implementation, operation, and maintenance of pressure sewer systems including:
 1. Problems encountered.
 2. Ownership and responsibilities for operations and maintenance of units, service lines, etc., vs. homeowner ownership.
 3. Incentives for existing homeowner connection and policies regarding non-connection of existing homeowners where the pressure sewer system is available.
 4. Policies on existing privately owned pressure pumps.
 5. Tap/connection fees and monthly rates.
 - b. Provide information on operational costs vs. gravity sewer.
 - c. Provide information on equipment and operational costs for various pressure pumps.
- 2. Participate in informational/educational meetings.**
 - a. City Council - 2 meetings
 - b. Utility Personnel – 2 meetings
 - c. Public (Homeowner's) – 2 meetings

After the report/research has been completed, we will authorize the Engineer to complete the final design.

It is my recommendation that the City Council authorize the City Manager to enter into this engineering contract. If you have questions or comments please feel free to give me a call.

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

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

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
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**CONSIDER APPROVAL OF
AMENDMENT TO
CONTRACT WITH
COOKEVILLE REGIONAL
MEDICAL CENTER FOR
USE OF EMPLOYEE
HEALTH CLINIC**

Contract Amendments

- Provides for utilizing the services of the CRMC Employee Health Clinic for Eligible Dependents of the City (those that are covered under the City's health insurance plan).
- Reflects \$60.00 cost per visit to be billed to the City.
- Provides method of identification for eligible dependents.

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve an amendment to the contract with CRMC for use of their Employee Health Clinic as submitted. Upon call for a vote, the following voted aye:

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

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
RFP FOR E-CITATIONS –
POLICE DEPARTMENT**

E-Citations

- Increase in Officer Safety
- Increase in Officer Efficiency
- Eliminates Handwriting-Increases Accuracy
- Seamless Sharing of Citation Data Between Systems
- Elimination of Redundant Data Entry-Eliminating need for additional personnel

**COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 1, 2012**



500 Fairway Drive, Suite 204
Deerfield Beach, Florida 33441
954-354-3000 (Main)
954-354-3001 (Fax)
www.aps.us

Proposal

Date: 10/15/2012

Agency	Details
Contact: David Duke Agency Name: Cookeville Police Department Address: 10 E Broad St City, State & Zip: Cookeville, TN 38501-3210	Order No: 0067000000NcZVr Contact Name: Jim Chmelik 702-303-9534 jchmelik@aps.us

QTY	PRODUCT NAME	PRODUCT DESCRIPTION	MISCELLANEOUS	UNIT PRICE	TOTAL PRICE
1	Virtual Partner Engine	Interface to mobile data system		\$5,000.00	\$5,000.00
60	QuickTicket	Electronic traffic citation form using existing mobile software		\$299.00	\$17,940.00
2	SmartExport - Standard	Customized export of data fields from an APS form for import into back-end database systems (RMS, Court, etc). May require upload script from the back-end vendor.		\$7,500.00	\$15,000.00
60	SmartSwipe with Magstripe Reader (USB)	SmartSwipe Software, Magtek Magstripe DL reader - Black (USB) (Mobile)		\$144.00	\$8,640.00
60	Brother (Pentax) PocketJet 8 Plus Printer Bundle (Open Ended PS)	PJ6 Plus 300-dpi, integrated USB/irDA Printer, 6 ft USB cable, and 14 Ft Open Ended Car Adapter		\$409.00	\$24,540.00
4	PocketJet Thermal Paper	PocketJet Thermal Paper		\$203.00	\$812.00

	(White, 36 Rolls per case)	(White, 36 Rolls, 8 1/2" x100'), non-perforated.			
2	_Training	Per Diem Training		\$2,000.00	\$4,000.00
1	_Annual Maintenance	Annual Maintenance		\$7,729.20	\$7,729.20
1	_Project Management	Dedicated Project Manager assigned from PO through Software Acceptance. Provides single point of contact.		\$2,134.00	\$2,134.00
1	_Shipping & Handling	Shipping & Handling		\$1,117.68	\$1,117.68
				NET TOTAL (USD)	\$86,912.88

You have received a discount of (USD) \$6000
Pricing is guaranteed 90 days from date of proposal

Notes

Terms and Conditions

All Customer purchase orders for APS products and services are subject to APS' End User License Agreement and Terms and Conditions of Sale, which can be viewed at <http://www.aps.us/downloads/agreement.pdf>. Such terms, along with any additional terms and conditions agreed to and accepted by APS in Customer's purchase order or otherwise stipulated in writing, shall prevail over any differing or conflicting terms in this Proposal. Payment Terms:
 50% due upon receipt of Customer's purchase order
 40% due upon initial software delivery (excluding SmartExport)
 10% or remainder due upon completion and final hardware delivery

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the RFP for the purchase of e-citations as submitted. Upon call for a vote, the following voted aye:

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

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
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HEARING OF CITIZENS AND/OR DELEGATIONS:

Mayor Swallows announced that this weekend is TTU Homecoming Football Game & Mistletoe Market @ the Leslie Town Centre!!!!

Councilman Woodford announced that on Saturday, October 27th he joined local governmental leaders in building a Habitat home as a requirement to receive grant money. The following participated in the build: Representative Ryan Williams, Circuit Court Clerk Marcia Borys, City Manager Jim Shipley, Councilman Connie Albrecht & several habitat homeowners. He encouraged volunteers to help by calling Pam Ealey at the Putnam County Habitat office.

There being no further business to discuss, Councilman Woodford made a motion, seconded by Councilman Anderson, to adjourn the meeting at 5:58 p.m. Upon call for a vote, the following voted aye:

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

ABSENT: Councilman Connie Albrecht

The City Clerk announced that the motion carried.

Matt Swallows, Mayor

ATTEST:

Cathy McClain, City Clerk