COOKEVILLE CITY COUNCIL
REGULAR MEETING
JANUARY 17, 2013
5:30 P.M.

The Council of the City of Cookeville met in regular session on Thursday, January 17, 2013, 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 Connie Albrecht
Councilman Jim Woodford

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

The City Clerk announced that the motion carried.

OLD BUSINESS:

CONSIDER APPROVAL OF MINUTES OF COUNCIL MEETING HELD ON JANUARY 3, 2013

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 Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

CONSIDER ON SECOND AND FINAL READING ORDINANCE #O12-12-22, AMENDMENTS TO THE ZONING CODE RELATIVE TO ASSISTED LIVING/RESIDENTIAL CARE FACILITIES AS PERMITTED USES IN THE PRD & CL DISTRICTS

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on second and final reading Ordinance #O12-12-22. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

CONSIDER ON SECOND AND FINAL READING ORDINANCE #O12-12-23, AMENDMENTS TO THE ZONING CODE SECTION 205, PARKING REQUIREMENTS, RELATIVE TO MODIFYING THE MINIMUM PARKING REQUIREMENTS FOR CERTAIN USES AND INSERTING PROVISIONS FOR DEFERRED PARKING

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on second and final reading Ordinance #O12-12-23. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

CONSIDER ON SECOND AND FINAL READING ORDINANCE #O13-01-01, AMENDING TITLE 14, CHAPTER 5, OF THE COOKEVILLE MUNICIPAL CODE, PERTAINING TO EROSION AND SEDIMENT CONTROL REGULATIONS

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve on second and final reading Ordinance #O13-01-01. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
JANUARY 17, 2013

NEW BUSINESS:

CONSIDER APPOINTMENTS TO THE COOKEVILLE MUNICIPAL PLANNING COMMISSION

TO: CITY COUNCIL MEMBERS

FROM: JAMES MILLS, PLANNING DIRECTOR

DATE: JANUARY 10, 2013

SUBJECT: PLANNING COMMISSION APPOINTMENTS

The current term of Dr. Roy Loutzenheiser for service on the Planning Commission expires January 2013. Members of the Planning Commission serve five-year terms and are appointed by the City Council. Dr. Loutzenheiser has indicated that he would like to continue to serve if reappointed. The Planning Department recommends for the reappointment of Dr. Loutzenheiser.

Additionally, Mr. Aaron Bernhardt has submitted his resignation from the Planning Commission. Mr. Bernhardt's term of service was to have expired January 2015. The Planning Department recommends for the appointment of Ms. Kay Starkweather to complete the unexpired term of Mr. Bernhardt.

If you have any questions or need further information please contact me at your convenience.

Councilman Anderson made a motion, seconded by Councilman Woodford, to reappoint Dr. Roy Loutzenheiser & appoint Kay Starkweather to the Cookeville Municipal Planning Commission as recommended. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

CONSIDER REAPPOINTMENT TO THE BOARD OF ZONING APPEALS

TO: CITY COUNCIL MEMBERS

FROM: JAMES MILLS, PLANNING DIRECTOR

DATE: JANUARY 10, 2013

SUBJECT: BOARD OF ZONING APPEALS APPOINTMENT

The current term of Jane Flatt as a member of the Board of Zoning Appeals expires January 2013. Members of the Board of Zoning Appeals serve three-year terms and are appointed by the Council.

Ms. Flatt has been contacted and has agreed to continue to serve if reappointed by the City Council. The Planning Department recommends for her reappointment.

If you have any questions or need further information please contact me at your convenience.

Councilman Anderson made a motion, seconded by Councilman Woodford, to reappoint Jane Flatt to the Board of Zoning Appeals as recommended. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

CONSIDER AWARDING CONTRACT FOR THE ENVIRONMENTAL EVALUATION, DESIGN AND CONSTRUCTION INSPECTION FOR THE PAVING OF VARIOUS CITY STREETS USING SURFACE TRANSPORTATION PROGRAM (STP) FUNDS

Surface Transportation Program Engineering Contract

Streets to be paved:

Neal, Fisk (from 10th to Shag Rag), South Walnut (from Broad to West Jackson), West Jackson (from Willow to West Broad), Holladay, Interstate Drive, Broad (from the intersection with East Spring to the intersection with West Spring)

Engineering Contract Amounts

NEPA Phase (environmental evaluation) -	$14,500
Design Phase	
(a) Design services for project -	$38,500
(b) Design services for ADA compliance -	$2,000
Construction and CEI Phase	
Bidding -	$19,500
Construction Engineering/Inspection	$99,000
Expenses -	$10,000
Total (amount not to exceed) -	$183,500

Actual amount paid will be based on actual time expended in each phase.

The City of Cookeville is responsible for 20% of this amount - $36,700

STP funds will pay for the remainder

Councilman Anderson made a motion, seconded by Councilman Woodford, to award the engineering contract for the environmental evaluation, design and construction inspection for the paving of various city streets using STP funds to Ragan-Smith Associates, Inc. as recommended. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

CONSIDER DECLARING AS SURPLUS MISC. VEHICLES & ETC. – VARIOUS DEPARTMENTS

Cathy McClain

From: Bob Lynch
Sent: Tuesday, January 15, 2013 11:01 AM
To: Cathy McClain
Cc: Gail Fowler
Subject: Car Info (Declare Surplus)

1996 Maroon Chevy Lumina
VIN# - 2G1WL52M0T1154630
Plate # - GY-2073
Condition (per Dewayne)
A/C Compressor OK
Heat OK
Starts with a "boost" because of sitting

BOB LYNCH
CITY OF COOKEVILLE SAFETY COORDINATOR
45 EAST BROAD STREET
COOKEVILLE, TN 38501
931-520-5333

HR Dept.

COOKEVILLE CITY COUNCIL
MINUTES
JANUARY 17, 2013

Police Dept. Surplus: 1-14-13

UNIT	STATUS	MAKE	MODEL	YEAR	VIN	MILES
old 617	wrecked	CHEVY	IMPALA	2005	2G1WF55K959380932	88,888
old 633	wrecked	CHEVY	IMPALA	2005	2G1WF55K459316748	99,872
old S43	surplus	CHEVY	IMPALA	2001	2G1WF55K819200298	89,329
old 646	surplus	DODGE	DURANGO	1998	1B4HS28Y8WF170709	233,760
old 650	not running	CHEVY	IMPALA	2000	2G1WF55K4Y9293542	129,840
old C76	surplus	CHEVY	MALIBU	2000	1G1ND52J8Y6199667	106,418
old K16	surplus	CHEVY	IMPALA	2005	2G1WF55K059316942	98,887
old S36	surplus	FORD	CROWN VIC	1996	2FALP71W4TX212979	124,504
old S91	runs sometimes	CHEVY	LUMINA	1996	2G1WL52M9T9273729	102,904
old P17	not running	CHEVY	IMPALA	2003	2G1WF55K139214725	99,485
old T92	surplus	CHEVY	IMPALA	2003	2G1WF55K439209129	113,220

2000 PLYMOUTH VOYAGER 2P4GP2430YR639678

To: Cathy McClain

From: Jeff Littrell, Director JL
January 14, 2013

RE: Surplus vehicle

The Codes Department has the following vehicle that we are submitting as surplus.

2000 CHEVROLET IMPALA VIN #: 2G1WF55K3Y9292396 Poor (unreliable)

Cathy McClain

From: Greg Brown
Sent: Wednesday, January 09, 2013 9:46 AM
To: Cathy McClain
Subject: Surplus sanitation trucks / PW

Cathy,
We have two sanitation trucks we would like to surplus.

#3057 2000 Sterling
VIN 2FZNRJBB5YAB04697

#3058 2002 Freightliner
VIN FVHBXAK62HJ51942

Greg Brown, P.E.
City of Cookeville, TN
Public Works Director

Cathy McClain

From: David Daniels
Sent: Monday, January 14, 2013 11:43 AM
To: Cathy McClain
Cc: Jeff Littrell
Subject: Surplus vehicle

Cathy:

The Codes Department has the following vehicle that we are declaring as surplus:

GU-0722 CHEVROLET IMPALA (white) 2000 2G1WF55K3Y9292396

David C. Daniels
Codes Enforcement Officer II
Department of Codes
City of Cookeville

MEMORANDUM

TO: Jim Shipley, City Manager
Cookeville City Council

FROM: Mike Davidson, Finance Director

DATE: January 14, 2013

SUBJECT: Surplus of Equipment/Vehicles

I am requesting that the following items be declared surplus by the Cookeville City Council.

Gas Department:

2001 GMC 1500 SL Truck	Vin# 2GTEC19V111207651	mileage: 149,403

Customer Service/Meter Reading:

1999 GMC Sonoma	Vin# 1GTCS14X2XK509994	mileage: 133,535
1999 GMC Sonoma	Vin# 1GTCS14X3XK509955	mileage: 93,033

These items have been removed from service in these departments.

Should you have any other questions, please feel free to contact me.

Department Of Water Quality Control
Surplus Equipment Declaration List,
For: Council Consideration January 17, 2013

1ea. #5544SBT 1999 GMC 3500 Dually With Service Body
VIN# 1GDJC34R1XF098903
License #GT-1942 Mileage = 125,431 Age 14 yrs.

1ea. #5553SBT 2003 Ford F-350 Extended Cab 4x4 with Service Body
VIN# 1FDSX35L23ED34980
License #GV-7230 Mileage = 132,131 Age 10 yrs.

1ea. #5536ST 1997 Chevy 1500 ½ Ton Pickup
VIN# 1GCEC14W7VZ233412
License #GS-5192 Mileage = 167,142 Age 16 yrs.

4ea. US Pump Motors (Located @ Water Warehouse):
(1) Titan 700 Horse Power Motor
(1) Hollow Shaft 700 Horse Power Motor
(2) Hollow Shaft 300 Horse Power Motors

4ea. US Pump Motors (Located @ Water Plant):
(1) Titan 700 Horse Power Motor
(1) Hollow Shaft 700 Horse Power Motor
(2) Hollow Shaft 300 Horse Power Motors

2ea. US Pump Backwash Motors (Located @ Water Plant):
(1) 75 Horse Power Motor
(1) 150 Horse Power Motor

3ea. 2300 Volt Reactors (Transformers @ Water Warehouse)

6ea. Am-guard Westinghouse 2300 Starter Parts (Located @ Water Warehouse)

1ea. 42" Walker Process Clarifier Ring Gear and Housing (@ Water Warehouse)

1ea. Farmall-130 Tractor (Located @ Water Plant)

1ea. 6' Finishing Mower w/3 point connection (Located @ Water Plant)

Councilman Anderson made a motion, seconded by Councilman Woodford, to declare as surplus the vehicles & etc. as submitted. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
JANUARY 17, 2013

CONSIDER AWARDING BIDS FOR TRANSFORMERS, BREAKERS & CONDUCTORS – ELECTRIC DEPARTMENT

CITY OF COOKEVILLE
ELECTRIC DEPT.
BID TABULATION SCHEDULE
BID NOTICE # 12122001

DATE OF BID OPENING: 1-8-2013 TIME: 1:00 PM CST
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Brandon Jones
DEPARTMENT: Electric

BIDDERS QTY	25 Kva Csp Transformer 12	evaluated cost		150 Kva Pad. Transformer 1	evaluated cost			
Deco	$ 884.00 $ 10,608.00	$ 1,482.74		$ 5,666.00 $ 5,666.00	$ 9,582.60			
HD Supply	$ 815.00 $ 9,780.00	$ 1,394.73		$ 7,786.00 $ 7,786.00	$ 12,117.14			
Gresco	$ 784.00 $ 9,408.00	$ 1,359.09		$ 7,462.00 $ 7,462.00	$ 11,744.61			
Utilicor	$ 838.00 $ 10,056.00	$ 1,406.84		$ 5,649.00 $ 5,649.00	$ 9,685.94			
Power Supply	**$ 781.00 $ 9,372.00**	**$ 1,352.38**		**$ 5,549.00 $ 5,549.00**	**$ 9,433.38**			

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Power Supply

BE AWARDED FOR THE FOLLOWING REASON: low evaluated bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

CITY OF COOKEVILLE
ELECTRIC DEPT.
BID TABULATION SCHEDULE
BID NOTICE # 12121801

DATE OF BID OPENING: 1-8-2013 TIME: 2:00 PM CST
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Mike Blaylock, Matt Whitaker
DEPARTMENT: Electric

BIDDERS QTY	Substation Breaker 3							
Yoder Sales	**$ 24,578.00 $ 73,734.00**							
Utility Sales	$ 26,385.00 $ 79,155.00							

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Yoder Sales

BE AWARDED FOR THE FOLLOWING REASON: low evaluated bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

CITY OF COOKEVILLE
ELECTRIC DEPT.
BID TABULATION SCHEDULE
BID NOTICE # 12121802

DATE OF BID OPENING: 1-8-2013 TIME: 1:30 PM CST
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Chad Broadbent
DEPARTMENT: Electric

BIDDERS QTY	795 AL. Conductor 100,000'							
Power Supply	$1.40/ft $140,000.00							
Deco	$1.3054/ft $130,540.00							
HD Supply	$1.44/ft $144,000.00							
Utilicor	$1.2841/ft $128,410.00							
Utilicor	$1.3237/ft $132,370.00							
Wesco	**$1.235/ft $123,500.00**							
Wesco	$1.27/ft $127,000.00							
Harris Electric	No Bid							

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Wesco

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

Councilman Anderson made a motion, seconded by Councilman Woodford, to award the Electric Department bids as recommended. Upon call for a vote, the following voted aye:

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

The City Clerk announced that the motion carried.

CONSIDER APPROVAL OF CLASSIFICATION/ COMPENSATION STUDY

Proposals Submitted by:

Burris, Thompson & Associates – Nashville, TN

The Centre Group - Memphis, TN

Tanasi Consulting - Tullahoma, TN

Tentative Project Timetable

- Fact Finding – January 18
- Job Questionnaires – February 1
- Job Analysis – February 22
- Job Descriptions – March 1
- Job Evaluation/Classification – March 8
- Develop/Update Pay Structure – March 15

- Recommend Pay Adjustments – March 15
- Develop Pay Policy/Implementation Plan – March 22
- Employee Communications – January 18 and March 22
- Final Report – March 29

Selection Criteria

- Process and method used in performing work
- References of municipal governments or other governmental entities
- Prior experience performing similar work
- Copy of proposed finished project (samples of questionnaires and job descriptions)
- Estimated timeline to complete project
- Ability to meet proposal criteria
- Cost

Recommendation

- Should Council desire to authorize the City Manager to approve a contract for the Classification/Compensation Study, it is recommended that Burris, Thompson and Associates be awarded the contract for an amount not to exceed $47,744.00

Councilman Anderson made a motion, seconded by Councilman Woodford, to authorize the City Manager to execute a contract with Burris, Thompson and Associates in the amount not-to-exceed $47,744.00 as recommended. Upon call for a vote, the following voted aye:

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

NAY: Vice-Mayor Larry Epps

The City Clerk announced that the motion carried.

HEARING OF CITIZENS AND/OR DELEGATIONS:

No one spoke at this time.

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

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

The City Clerk announced that the motion carried.

_____
Matt Swallows, Mayor

ATTEST:

_____
Cathy McClain, City Clerk