COOKEVILLE CITY COUNCIL
REGULAR MEETING
NOVEMBER 6, 2014
5:30 P.M.

The Council of the City of Cookeville met in regular session on Thursday, November 6, 2014, at 5:30 p.m., in the Municipal Building, 45 East Broad Street. Mayor Shelton gave the invocation, and led the audience in the Pledge of Allegiance. Mayor Shelton then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

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

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

APPOINTMENTS, PROCLAMATIONS, PRESENTATIONS OR AWARDS:

CONSIDER APPOINTMENT TO THE COOKEVILLE TREE BOARD

COOKEVILLE
TREE BOARD

October 10th, 2014

To: Mayor Shelton and City Council Members

On behalf of the Cookeville Tree Board, I submit for approval the following name to fill a vacant position on the Tree Board. Mary Dell Sommers, who has faithfully served the board has finished her appointed term and has chosen to end her tenure.

Mr. Sam Sandlin
120 Southern Wood Court
Cookeville, Tenn. 38501
Phone: 528-0120
E-mail: cpas@citlink.net

Respectfully submitted

E. Michael Witt/chair

Mayor Shelton made a motion, seconded by Councilman Woodford, to appoint Sam Sandlin to the Cookeville Tree Board. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

RECOGNIZE COOKEVILLE PERFORMING ARTS CENTER FOR AWARDS RECEIVED FROM THE TENNESSEE THEATRE ASSOCIATION

Mayor Shelton recognized the following:

"We are very happy to recognize members of the cast and crew of the Backstage at Cookeville Performing Arts Center production of "Other Desert Cities" by Jon Robin Baitz.

This play was awarded Best Production by a community theatre at the recent Tennessee Theatre Association conference, and chosen to represent the State of Tennessee at the Southeastern Theatre Conference in Chattanooga in the Spring of 2015.

Director – Dave Johnson
Stage Manager – Marie Ferran
Liv Sinclair – Lighting and Sound Technician
Kim Frick-Welker
Sam Raper
Mary Boring
Matt Wilson
Richard Lawson

Producer – Chad McDonald

We thank you for sharing your talents with our community and for representing Cookeville and the State of Tennessee throughout the Southeast Region. We are very proud of your accomplishments and this outstanding production and we wish you "break a leg" at the regional level.

I would like to point out that this is one of several quality CPAC shows that have been recognized state-wide and regionally. 10 of the last 15 years, shows produced by Leisure Services at CPAC have won the play competition at the state level, and have also received 24 other awards ranging from Best Actor and Best Director to Best Scenic Design and Best Sound Design. Cookeville is recognized as a community of quality performing arts throughout our region.

Congratulations to the Cultural Arts Staff at CPAC and to all the volunteers who work on stage and back stage to make quality community theatre that is accessible, affordable, and enjoyable."

Mayor Shelton also recognized, Jaqueline Rodrigues, Teacher from Brazil & Reiko Tajima, employee of an engineering consulting company in Tokyo, Japan, both foreign students visiting in Cookeville through the FLS Program at Tennessee Tech University (Tambi Price, host).

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 6, 2014

OLD BUSINESS:

CONSIDER APPROVAL OF MINUTES OF COUNCIL MEETING HELD ON OCTOBER 16, 2014

Councilman Womack 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 Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSENT AGENDA:

SET A DATE (12-4-14) FOR A PUBLIC HEARING ON ORDINANCE #O14-11-18, REZONING 670 & 740 EAST 22ND STREET FROM CI (COMMERCIAL/ INDUSTRIAL MIXED-USE) TO CL (LOCAL COMMERCIAL) AND 411, 435 & 438 VICKERS LANE FROM LM (LIGHT MANUFACTURING) TO CL (LOCAL COMMERCIAL)

SET A DATE (12-4-14) FOR A PUBLIC HEARING ON ORDINANCE #O14-11-19, REZONING 601, 611 & 621 BUFFALO VALLEY ROAD FROM RD (SINGLE-FAMILY & DUPLEX RESIDENTIAL) TO CL (LOCAL COMMERCIAL)

SET A DATE (12-4-14) FOR A PUBLIC HEARING ON ORDINANCE #O14-11-20, AMENDMENTS TO THE ZONING CODE PERTAINING TO ARCHITECTURAL DESIGN REQUIREMENTS

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 6, 2014

Councilman Woodford made a motion, seconded by Councilman Womack, to approve the consent agenda items to set public hearings for December 4, 2014, at 5:30 p.m. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

NEW BUSINESS – PUBLIC HEARINGS AND ACTION ITEMS:

HOLD A PUBLIC HEARING AND CONSIDER ON FIRST READING ORDINANCE #O14-10-17, REZONING 2082 NORTH WILLOW AVENUE FROM RS15 (SINGLE-FAMILY RESIDENTIAL) TO CL (LOCAL COMMERCIAL). ***THE COOKEVILLE PLANNING COMMISSION DENIED THE REZONING REQUEST ON 8-25-14 AND THE PROPERTY OWNERS HELEN MASTERS BURGESS AND DAVID MASTERS ARE APPEALING THE DECISION TO THE CITY COUNCIL***

Ken Young, Senior Planner, stated that the Planning Department did receive calls opposed to the rezoning of 2082 N. Willow Avenue.

Mayor Shelton called for a motion.

Due to the lack of a motion, the rezoning failed to pass.

CONSIDER AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH COOKEVILLE COMMUNITY PLAYGROUND ORGANIZATION ALLOWING THE CONSTRUCTION OF A PLAYGROUND IN DOGWOOD PARK

Rick Woods, Leisure Services Director, read the following:

Agreement between City and Cookeville Community Playground Non-Profit Corporation

- Makes available a portion of Dogwood Park for the construction of a playground by the Corporation.
- Outlines approximate size and location within Dogwood Park, and requires City approval of exact location and final design of the playground.
- Requires Corporation to raise necessary funds to purchase and construct playground.
- Outlines the City will provide site preparation.
- Requires playground to meet all appropriate engineering and architectural codes, specifications and requirements including during installation, and provides the City with ability to stop project installation for violations.
- Requires corporation to provide insurances naming the city as Additional Insured.
- Outlines the City as owner with sole responsibility for ongoing maintenance and sole determination of future use of the playground and the land within Dogwood Park.

Councilman Womack made a motion, seconded by Councilman Woodford, to authorize the City Manager to negotiate an agreement with the Cookeville Community Playground Organization including all legal terms & liability for a playground in the Dogwood Park. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSIDER APPROVAL OF CONSTRUCTION ENGINEERING AND INSPECTION AGREEMENT FOR THE RAILS WITH TRAILS PROJECT FROM COOKEVILLE TO ALGOOD

Greg Brown, Public Works Director, gave the following report:

- Ragan Smith to provide CEI services
- Services include pre-bid meeting, pre-construction meeting, project closeout, asphalt plant inspection, material testing and construction inspection and management following the Tennessee Department of Transportation Local Government Guidelines for the Management of Federal and State Funded Transportation Projects.
- Proposal amount is $229,487.37

Councilman Womack made a motion, seconded by Councilman Woodford, to approve the Construction Engineering & Inspection Agreement with Ragan-Smith Associates, Inc. as recommended. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSIDER APPROVAL TO PURCHASE SIX (6) STALKER RADARS (SOLE-SOURCE ON STATE CONTRACT) – POLICE DEPARTMENT

To: Chief Randy Evans

From: Major, Mark Maxwell

Date: October 14, 2014

Re: Purchase of Radar Equipment

The Traffic Division is requesting to purchase six (6) radar units for the Department. The units are permanent mounts and made by Stalker, which is on the State contract. The units are $ 1,695.00 each plus $ 55.80 each for the remote interconnect cable. The Traffic Division has been awarded a Alcohol Countermeasures Grant to purchase this equipment from the GHSO.. The total cost of six units is $10.504.80. I request your approval, and to have this item placed on the next available Council Agenda.

Councilman Woodford made a motion, seconded by Councilman Womack, to approve the purchase of Stalker radars as recommended. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSIDER APPROVAL OF SOFTWARE MAINTENANCE CONTRACTS WITH SOUTHERN SOFTWARE (SOLE-SOURCE) – POLICE DEPARTMENT

- Southern Software
- Budgeted Item
- Renews software contract thru 11-14-15
  - Mobile Data (MDIS) **$18,750.00**
  - Record Management System (RMS) **$13,231.00**
  - Computer Aided Dispatch (CAD) **$7,319.00**

Cost: $39,300.00

Councilman Woodford made a motion, seconded by Councilman Womack, to approve the software maintenance contracts with Southern Software as recommended. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 6, 2014

CONSIDER APPROVAL OF UPGRADE FOR THE NEW HANDHELD METER READING DEVICES (SOLE-SOURCE) – CUSTOMER SERVICE DEPARTMENT

TO: Ricky Shelton, Mayor
Larry Epps, Vice-Mayor
Jim Woodford, Councilman
Chuck Womack, Councilman
Dwight Henry, Councilman
Jim Shipley, City Manager

FROM: Michael Davidson, Finance Director MTD

DATE: October 29, 2014

RE: **Upgrade of Handheld Meter Reading System**

At the November 6, 2014 council meeting, I will be requesting approval for the upgrade of our handheld meter reading devices and related software. Our first handheld meter reading devices were placed in service around 1993, and they were purchased from Northrup Gruman's utility systems division. In 2007 we upgraded to Northrup Gruman's latest handheld devices. As we have seen with all computer related systems, the technology is rapidly changing from year to year. Our current devices will no longer be supported after February 2015 and repair parts will be available on a limited basis.

Given our past experience with Northrup Gruman, the quality of their systems, the excellent service and support we've received in the past, I am requesting your approval to purchase the Versaterm LX Handheld Meter Reading computers from Northrup Gruman. In addition we will upgrade to the latest Route Manager software for managing the meter readings and transferring data to our utility billing system. Our billing system is already configured to work with this Route Manager software. Two of the new handheld devices will have GPS capabilities to assist in locating water meters using the water meter GPS coordinates maintained by the Water Quality Control Department. The new handheld devices are very similar in the basic operation and functionality of our existing handhelds. The similarities in these handhelds will help with a faster and more accurate transition to a new handheld device.

Attached is information regarding the upgrade. In addition to the upgrade, I will be requesting that our existing devices be declared surplus and used as a trade-in toward the upgrade to the new system. The total cost for the upgrade after credit for the trade-in allowance is $28,007. Funds for this upgrade were included in our 2014-2015 Budget. If you have any questions please stop by my office or you can reach me at 520-5292.

NORTHROP GRUMMAN

Northrop Grumman - Utility Systems
9112 Spectrum Center Blvd.
San Diego, CA 92123

Phone # (858) 514-0400
Fax # (858) 560-1474

Name / Address
City of Cookeville P.O. Box 998 Cookeville, TN 38503 Attn: Accounts Payable

Customer Phone	Customer Fax
931-526-9591	

Account #	Terms	Rep
100763.2603	Net 30	MT

Item	Description	Qty	Cost	Total
Comment - Validity Date	*This quote is valid for 90 days from date of issuance and is subject to the attached Northrop Grumman Conditions of Sale. No other Terms and Conditions apply to this proposal.		0.00	0.00
VersaTerm LX	VersaTerm LX Hand-Held Computer with 624 MHz Processor, 256MB SDRAM, 8GB Flash Memory, QVGA Color Display, DE9 Serial Port. USB Port, WLAN 802.11b/g, Integrated Bluetooth (Class, version 1.2), 5MP Color Camera/Barcode Imager, with Hand Strap and Charger. S/N: VTMeterReader: VTFileServer: Included: VTLX Wall Charger, Screen Protector, Stylus and Lanyard	7	3,695.00	25,865.00
VT-GUIDE	VersaTerm Pocket Guide	7	0.00	0.00
VT LX-GPS-RCVR	Integrated GPS Receiver for VersaTerm LX Option (for VersaTerm LX's)	2	216.00	432.00
VT-LX-STAND	VersaTerm LX Stand w/ Charger	7	249.00	1,743.00

*** Please call us at 858-514-0400 before shipping anything back. ***
1. Northrop Grumman's General Condition of Sale and standard T's & C's apply.
2. Prices subject to change without notice.
3. There is a 20% restocking fee for returned equipment.
4. Sale of cables, chargers and accessories are final. (No Returns)
5. The customer is responsible for all applicable sales tax(es).

Item	Description	Qty	Cost	Total
VT-LX-PC/BT	USB Bluetooth adaptor for Desktop PC's Includes (1) One USB 2.0 A/Mini-B Cable and (1) One USB Extension Cable	1	100.00	100.00
VT-RMW-UPG7LX	RouteManager Software Upgrade to Windows 7 and VT LX. Includes up to 8 hours of Telephone Installation and Support. (PC Anywhere on Customer's PC Recommended)	1	2,595.00	2,595.00
Trade-In Allowance (VT CX)	Trade-In Allowance. VersaTerm S/N: CX 41316, 41317, 41318, 41319, 41320, 41321, 41325	7	-350.00	-2,450.00
Trade-In Allowance (CL4)	Trade-In Allowance. CL-4 S/N: 0705-0187, 0705-0188 **(One for one Trade In, trade-in one CL4 & purchase one VT-LX-STAND)	2	-139.00	-278.00

*** Please call us at 858-514-0400 before shipping anything back. ***
1. Northrop Grumman's General Condition of Sale and standard T's & C's apply.
2. Prices subject to change without notice.
3. There is a 20% restocking fee for returned equipment.
4. Sale of cables, chargers and accessories are final. (No Returns)
5. The customer is responsible for all applicable sales tax(es).

Subtotal	$28,007.00
Sales Tax (0.0%)	$0.00
Total	$28,007.00

Mayor Shelton made a motion, seconded by Councilman Womack, to declare the old Versaterm CE units as surplus for a trade-in & approve the upgrade to Versaterm LX handheld meter reading devices w/624Mhz processors as recommended. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSIDER AUTHORIZING THE CITY MANAGER TO EXECUTE AN EASEMENT TO UPPER CUMBERLAND ELECTRIC MEMBERSHIP CORPORATION (UCEMC) TO INSTALL ELECTRIC LINES/POLES AT BOB GENTRY ROAD & OLD STEWART ROAD AREA

City Manager Jim Shipley stated that the easement is relative to the new Academy Sports & Outdoors Project.

Councilman Woodford made a motion, seconded by Councilman Womack, to authorize the City Manager to execute an easement to UCEMC as recommended. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSIDER APPROVAL OF WAIVER OF 10% PENALTY FOR LATE PAYMENT ON COOKEVILLE BOAT DOCK UTILITY DISTRICT'S WATER BILL DUE TO A LEAK

COOKEVILLE BOAT DOCK WATER UTILITY DISTRICT
1591 WEST CEMETERY ROAD
COOKEVILLE, TN 38506
931-432-4459
FAX-931-432-4471

To whom it may concern:

We, at the Cookeville Boat Dock Road Water Utility, have had unexpected main breaks in our line during the months of September and October of 2014. We are asking to pay the overages thru the next 6 months without the 10% late fee. We would appreciate any help that can be given.

Thank you,
Danny Burgess, Marshall Cass, and James Randolph
Commissioners

Account History X-Ref Inquiry Installed..: 10/23/2000
312 0115 01 COOKEVILLE BOAT DOCK 80,304.11 Due Date...: 11/10/2014
1591 WEST CEMETERY R Water Meter: 1613601
C=Credit Off R=Reprint M=Modify D=Detail P=Payment Dist F=Full Cancel
X=Expanded Desc ----- Water ------ -- Sewer --

	Date	Reading	Cons	Charges	Taxes	Charges	Total
	10/23/14	886700	357230	80304.11			80304.11
_	9/24/14	835230	206690	45471.80			45471.80
_	8/22/14	776130	183960	40471.20			40471.20
_	7/24/14	726860	186770	41089.40			41089.40
_	6/24/14	692640	181830	40002.60			40002.60
_	5/22/14	655970	170830	37582.60			37582.60
_	4/24/14	620630	163270	35919.40			35919.40
_	3/24/14	587460	159310	35048.20			35048.20
_	2/24/14	557250	197980	43555.60			43555.60
_	1/23/14	523360	173980	38275.60			38275.60
_	12/20/13	493090	164650	36223.00			36223.00
_	11/22/13	460230	192730	42400.60			42400.60
_	10/24/13	422290	164510	36192.20			36192.20
_	9/24/13	386160	179180	39419.60			39419.60

F4=ELECTRIC F5=GAS F6=SEWER F7=WATER F8=SANITATION
13=Incl Notes F10=Alter View F14=Average Use F11=User Spec
F1-Addtl F17=Prt Hist F23=Receipt F15=Create W/O F16=W/O Hist F12=Cancel

Councilman Womack made a motion, seconded by Councilman Woodford, to approve the Cookeville Boat Dock Utility District to pay the overage amount of water billed (due to a leak) within the next six months & waive the 10% penalty. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

CONSIDER AWARDING BID FOR PERSONAL PROTECTIVE EQUIPMENT – FIRE DEPT.

CITY OF COOKEVILLE
BID TABULATION SCHEDULE

PERSONAL PROTECTIVE EQUIPMENT

DATE OF BID OPENING: 10/27/14 TIME: 10:00 A.M.
BIDS OPENED BY: Roger Fugua
BIDS WITNESSED BY: Tom Brown
DEPARTMENT: Fire

BIDDERS	AMOUNT		
NAFECO	$19,763.04 (11 sets)		
EVS	No Bid		
MES	No Bid		

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM NAFECO BE AWARDED
FOR THE FOLLOWING REASON: LOWEST BID MEETING SPECIFICATIONS

Roger Fugua
RECOMMENDED: DEPARTMENT HEAD

BUDGET AVAILABILITY: FINANCE DIRECTOR

APPROVAL: CITY MANAGER

Councilman Womack made a motion, seconded by Councilman Woodford, to award the Personal Protective Equipment bid as recommended. Upon call for a vote, the following voted aye:

Mayor Ricky Shelton
Vice-Mayor Larry Epps
Councilman Charles Womack
Councilman Jim Woodford

ABSENT: Councilman Dwight Henry

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 6, 2014

CITIZENS REQUEST FOR HEARING BEFORE CITY COUNCIL:

No citizens request.

HEARING FROM OFFICERS, COUNCILMEN AND CITY MANAGER:

Councilman Woodford announced the TTU Homecoming this weekend!!

Tony Peek, Electric Department Director, explained the major (80% +) power outage this morning for two (2) hours, due to TVA stations down. He further explained the emergency procedures currently in place.

MAYOR'S COMMENTS:

Mayor Shelton announced the Mistletoe Market will be on November 7TH & 8TH at the Leslie Town Centre and some proceeds will benefit the "Friends of Cookeville/Putnam County Animals!!

There being no further business, Mayor Shelton declared the meeting adjourned at 6:05 p.m.

Ricky Shelton, Mayor

ATTEST:

Cathy McClain, City Clerk