

MINUTES  
OF THE  
BOARD OF MAYOR AND ALDERMEN

JUNE 9, 2016  
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The Board of Mayor and Aldermen of the City of Henderson, Tennessee met in regular session on Thursday, June 9, 2016 at 7:00 P.M. in the Council Chamber of the City of Henderson City Hall. Present and presiding was Mayor Robert W. (Bobby) King. Recorder Garland called the roll with the following being present:

Aldermen: Donna R. Butler, Johny R. Farris, Buel Maness,  
Michael Phelps and Keith Smith.

Absent: Mark A. Barber.

There also present at the meeting were: City Recorder Jim E. Garland, Assistant Police Chief Leon Johnson, Public Works Director Carter Scales, Fire Chief Glenn Bryan, Building Official Brent Beshires and Utility Director Darryl Green.

Mayor King called the meeting to order at the appointed time. Alderman Michael Phelps gave the invocation and Alderman Buel Maness led the Pledge to the Flag. The following proceedings were entered here-to-wit:

The minutes of the previous regular meeting were presented for approval. With no corrections to the minutes, motion was made by Ald. Smith, duly 2<sup>nd</sup> by Ald. Maness to approve the minutes as presented. Motion carried.

The accumulated accounts were presented for informational purposes. Ald. Butler asked about the payment of \$4,799.97 to the Bramblett Group for an Entrance Sign. It was explained this was for the new city entrance sign on West Main that was damaged by an accident. There being no other questions on the accounts, the meeting continued.

Mayor King asked if anyone wished to address the board.

Mrs. Elaine Patterson addressed the board as spokesperson for a group of individuals on Proctor Road asking for the city to extend the water main down the road. They had a petition signed by all the homeowners along the road each asking for access to water in front of their homes. The city water main was extended down to approximately 150 Proctor Road from the Parker Loop end back in the mid 1970s. There is a total of 14 homes past the end of the water main that are served by long private service lines from either the end of the water main at 150 Proctor or the other end of the loop from Wilson School Road. She stated that at least two new homes were going to be built and probably more if water could be obtained. She stated that these service lines are up to 2,260 feet long and run along and some even under the road. The long service lines limit pressure and flow. Private water wells will not produce water in the area.

UD Green advised the board that he had taken a brief look at the area. He stated that there was only 55 psi of pressure at the end of the line. With elevations of Proctor Road peaking in the

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center of the road he was concerned that the pressure would drop to 12 psi and not meet state regulations which require a minimum of 20 psi. Mr. Green also spoke of the engineering requirements for any extension over 1,000 feet. Based on preliminary review the maximum distance the main could be extended and still maintain minimum pressure is 2,300 feet to approximately 620 Proctor Road. The cost for this extension would be approximately \$40,000.

There was a lengthy discussion on this project and several others spoke from the audience. The possibility of the County applying for a grant to extend the water was mentioned. The city explained that any extension of utilities must be able to be financially feasible. In the end, motion was made by Ald. Farris, duly 2<sup>nd</sup> by Ald. Butler to authorize UD Green to hire Jim Hilborn of GRW Engineering to complete a study of the water system in the area and determine if the city could even serve the area and if so, estimate the costs of the improvements needed. This information would be reported back to the board for review and consideration. Motion carried.

A resolution approving at 2.5% Cost of Living Salary Adjustment (COLA) for all city employees and all pay scales was presented for consideration. The resolution also includes the standard Christmas Bonus based on the number of years served. Recorder Garland explained that most employees receive step raises on their anniversary date so they are not reflected in this information. He made it known that two items had been changed in the standard pay scales: one being a pay scale was added for the GIS Technician and the other was the addition of a position of Lead Water Plant Operator. The remaining pay scales remain the same with the rate amended to reflect the proposed 2.5% COLA. The resolution reads as follows:

**RESOLUTION # 2016-004 with 2.5% COLA**

WHEREAS, the Board of Mayor and Aldermen met as a committee to conduct a study and review of the salaries of its employees pursuant to Section 4-222 of the Henderson Municipal Code; and,

WHEREAS, the Board of Aldermen reviewed each respective department to consider the salary and wage rates of each employee; and,

WHEREAS, the said board considered and reviewed the recommendations made by each department head for their employees as well as the budget constraints,

NOW BE IT THEREFORE RESOLVED by the Board of Mayor and Aldermen that:

SECTION I. All full-time employees and all part-time employees shall be given a 2.5% Cost of Living Adjustment (COLA).

SECTION II. Several employees are due step raises as part of approved Pay Scales, therefore as part of this Resolution; Exhibit "A" containing the Pay Scale for the Utility Department, Pay Scale for the Public Works Department (with GIS Tech), Step Increases for Certifications for the Building and Zoning Official and the Department Head/Mid-Management Pay Scale is hereby adopted.

SECTION III. All Full Time Employees are to receive Christmas Bonus Pay based on the number of years of continuous employment with the city in the amount of \$50.00 per year with a minimum of \$100.00. All Part Time Employees are to receive \$100.00 flat Bonus Pay. This Bonus Pay shall be paid in one lump sum on or about December 1, 2016. In order to receive the Christmas Bonus based on years of service, an employee must be on the payroll in some "pay" status (working, annual leave, sick leave or workman's comp. leave) on December 1<sup>st</sup> of the current year. The amount paid is based on the number of total years completed as of December 31<sup>st</sup> of the current year.

BE IT FURTHER RESOLVED that all pay raises and title changes stated in this resolution become effective with the payroll period beginning June 20, 2016.

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With the COLA having been discussed in recent budget meetings, motion was made by Ald. Farris, duly 2<sup>nd</sup> by Ald. Butler to adopt Resolution 2016-004. Upon a roll call vote the following was cast:

Ayes: Donna R. Butler, Johnny R. Farris, Buel Maness, Keith Smith  
and Michael Phelps.

Noes: None.

Absent and Not Voting: Mark A. Barber.

Therefore Mayor King declared Resolution 2016-004 duly adopted.

The 2016-2017 Budget and Tax Rate Ordinance was presented for approval on the first reading and would serve as the tentative budget for operations until final action could be take place. At the board members' request, Mayor King explained the proposed tax rate did reflect the \$0.15 decrease that had been promised as a result of the Local Sales Tax passage. It was further explained that Chester County underwent a reappraisal since the last year and as part of that process, a Certified Tax Rate is produced that will bring in the same amount of tax funds as the prior year. The proposed tax rate for 2016 is \$1.05 per \$100 of assessed value which is down \$0.15 from the Certified Tax Rate. The budget and tax rate proposed is based on the city receiving its share of the ½ cent Local Sales Tax that had been continued countywide due to a recent referendum.

Mayor King addressed the board asking for one change that he would like to recommend to the proposed budget that had come about since the last budget meeting. The city has relied for several years on obtaining a summer worker or two to assist with mowing and upkeep at the city park. The program is administered through SWHRA. Mayor King stated the he had just found out the city will not be able to get any summer help this year. He asked that \$7,000 be transferred from Undesignated Capital Outlay to a new line item for Temporary Labor in the City Park Budget. This matter was discussed and all members agreed to this action.

After further discussion of the tentative budget with the above change and proposed tax rate, motion was made by Ald. Farris, duly 2<sup>nd</sup> by Ald. Smith to pass the 2016-2017 Budget Ordinance with 2016 Tax Rate of \$1.05 per \$100 of assessed value as recommended. The totals for each fund are as follows:

General Fund -----	\$ 4,948,820
Street Aid Fund -----	\$ 335,000
Sanitation Fund -----	\$ 645,000
General Debt Service Fund -----	\$ 536,000
Drug Fund -----	\$ 48,000

Upon a roll call vote the following was cast:

Ayes: Donna R. Butler, Johnny R. Farris, Buel Maness, Keith Smith  
and Michael Phelps.

Noes: None.

Absent and Not Voting: Mark A. Barber.

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Therefore Mayor King declared the Tentative 2016-2017 Budget and 2016 Tax Rate of \$1.05 per \$100 of assessed value passed on the first reading. The required public hearing and the second/final reading of the budget ordinance would take at the July meeting of the board.

Recorder Garland advised the board that under a new state law the city had to have a written Internal Controls Policy adopted by June 30<sup>th</sup>. MTAS had drafted a model policy for cities to use as a guide in preparing their policy. Recorder Garland stated that he along with help from Utility Office Manger Alicia Holder had to heavily amend the policy to meet Henderson's needs. A copy of the amended policy was forwarded the board members with their agenda packets and was now presented to the board for consideration. Recorder Garland stated that his policy would need to be reviewed and amended annually. After due discussion, motion was made by Ald. Farris, duly 2<sup>nd</sup> by Ald. Maness to approve the Internal Controls Policy as presented. Motion carried.

UD Darryl Green advised the board that the department was in need of an additional Pipe Locator. The existing one is in need of repair and recalibration which will require it be sent off for repair. The new unit is the same model as the existing one and will be used during the time the other unit is repaired. When the old one is returned the department will have two units which will be more efficient. The cost of the new locator is approximately \$4,200. Motion was made by Ald. Smith, duly 2<sup>nd</sup> by Ald. Butler to approve the purchase of the new pipe locator as recommended. Motion carried.

Mayor King advised the board that the vacancy on the Henderson Municipal/Regional Planning Commission as a result of the death of longtime member Steve Guinn needed to be filled. He stated that under a new state law, the PC needed to have two members from the Planning Region. Currently the PC only has one therefore the new member needs to live in the Planning Region outside the city. Mayor King recommended that Emily Johnson be appointed to the Planning Commission. After due discussion, motion was made by Ald. Farris, duly 2<sup>nd</sup> by Ald. Butler to approve the appointment of Mrs. Johnson to the Planning Commission. Motion carried.

A list of city surplus property to be sold on GovDeals.com auction site was presented for the board to approve. The items are listed below:

Public Work Department:

1. Old Bucket Truck
2. Dodge 1500 SWB Pickup (Truck #42)
3. Misc Industrial Lights
4. Old Leaf Machine Engine
5. A Lot of three mowers and some weed trimmers.
6. Old park merry go round
7. Old folding tables from shop
8. 5 foot Rotary Cutter

Utility Department:

1. Dodge 1500 Pickup
2. GMC 3500 Flat Bed Truck
3. Old Sewer Machine
4. Solar Bee Aerator

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Police Department:

1. 2006 Ford Crown Victoria (Car 17)
2. 2005 Ford Crown Victoria (Car 2)
3. 2006 Ford Crown Victoria (Car 3)
4. 1995 Chevrolet Blazer
5. Three Screens for Crown Vics
6. Misc Blue Light Bars.

It was noted that the old 1977 Ford Fire Truck had been previously approved for sale. Motion was made by Ald. Farris, duly 2<sup>nd</sup> by Ald. Maness that the items be sold on the auction site when time allows. Motion carried.

A utility budget meeting was set for Monday, June 27<sup>th</sup> at 6:00 PM at City Hall.

UD Darryl Green advised the board that after a couple of leaks that caused the water main bored under Hwy 45 N to fail the pressure test, R. Jones Underground had completed the project and the line did pass the pressure test.

UD Green also advised the board that department employees: Josh Clayton, Austin White and Tonya Patterson all passed the Water Distribution Grade II Certification. He wanted to commend them for their accomplishment.

Ald. Smith asked concerning the status of the City Hall Roofing Project and the City Hall Computer upgrade. The roof project was to begin first of the week. The computer project conversion will take place this Friday night with software upgrades happening at a later date.

There being no other business, motion was made by Ald. Butler, duly 2<sup>nd</sup> by Ald. Farris to adjourn. Motion carried.

Signed: Robert W. King

APPROVED: \_\_\_\_\_  
MAYOR

ATTEST:

Signed: Jim E. Garland

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CITY RECORDER