

**Regular Meeting of the
Board of Mayor and Council
City of McKenzie
McKenzie, TN. 38201
January 11, 2018**

- a. Call to Order** – Mayor Holland
- b. Opening Prayer** – Councilperson Allen
- c. Pledge of Allegiance** – Councilperson Allen
- d. Roll Call** –

Mayor Holland - Present
Vice Mayor Hale - Present
Councilperson Allen - Present
Councilperson Callahan - Present
Councilperson Martin - Present
Councilperson Pruneau - Present
Councilperson Townes - Present

e. Mayor's Welcome for Public Meeting

Mayor Holland called the public meeting to order at 5:45 p.m. and introduced Mr. Bob Safin, a Civil Engineer in Design & Project Management with TLM to answer any questions that property owners down Cedar Street from downtown to Dollar General might have concerning the pedestrian oriented grant the city was awarded. There were seventeen (17) people in attendance. After property owners had talked with Mr. Safin, the public meeting was closed at 6:02

f. Mayor's Welcome for City Council Meeting

Mayor Holland called the meeting to order at 6:02 p.m. Mayor Holland extended a warm welcome to all.

g. Approval of Minutes

Motion made by Vice Mayor Hale, seconded by Councilperson Townes, to approve the regular meeting minutes dated December 14, 2017.

h. Financial Matters

There were no financial matters to approve at this time.

i. Old Business

Update on Charter Change is that it is being sent to legislators to carry to the Legislation for the 2018 session.

j. New Business

Appointment of Chris Johnson to the McKenzie Housing Authority:

Discussion:

There was no discussion.

Action Taken:

A motion was made by Councilperson Pruneau, second by Councilperson Townes to appoint Mr. Johnson to the Housing Authority Board

Roll call vote: 6 Ayes, 0 Nays, 0 Absent. Motion passes

IDB Board appointment:

Discussion:

There was no discussion.

Action Taken:

A motion was made by Vice Mayor Hale, second by Councilperson Martin to appoint Mr. Price to the Industrial Development Board.

Roll call vote: 6 Ayes, 0 Nays, 0 Absent. Motion passes

Resolution 18-001 for Neighborhood Crime Watch:

Discussion:

Mayor Holland informed the group that this had started back in 2015, but due to lack of inactivity in the neighborhoods, it was dropped. It was decided that there needed to be a neighborhood liaison contact, so Chris Edlin was appointed to this task. A mission statement and bylaws have been completed. Plans are for participating neighborhoods to have signs at the beginning and end of their streets. Fund raisers will be done to help with the purchase of the signs, which have a cost of \$17.80 per sign. There have been two areas who have joined the Neighborhood Watch program; (1) Bailey-Magnolia-Cherry-Florida Streets (2) Walnut Street

Action Taken:

A motion was made by Councilperson Martin, second by Vice Mayor Hale to approve the Resolution 18-001 for the Neighborhood Crime Watch program.

Roll call vote: 6 Ayes, 0 Nays, 0 Absent. Motion passes

Amendment of Ordinance No. 503 Purchasing Agreement:

Discussion:

Mayor Holland explained to the council that as prices have gone up over the past two years, it is extremely hard for Department Heads to make small purchases without having to fill out a purchase order every time.

The new purchasing **Resolution 18-002** will read:

1. Purchases less than \$2000 do not require a PO VS less than \$ 1000
2. Purchases between \$2001 - \$4,999 require a purchase order & signature of city recorder prior to ordering product VS \$1000 -2499 require PO, 3 written bids & signature of city recorder & council liaison.
3. Purchases between \$5,000 - \$ 9,999 require a PO, 3 written bids when possible, signature of city recorder & council approval prior to order VS Purchases between \$2500 -\$9,999 require a PO, 3 written bids, signature of city recorder, council liaison PLUS council approval prior to order
4. Purchases over \$10,000 must be publicly advertised for competitive pricing and sealed bidding. Opening of bids must be done in the presence of the council or appointed representative except for those purchases specifically exempted from advertisement and bidding by the Municipal Purchasing Act of 1983. Council approval is required prior to ordering product or service. VS Purchases over \$ 10,000 must be publicly advertised for competitive, sealed bidding and opening of bids must be done in the presence of the council except for those purchases specifically exempted from advertisement and bidding by the Municipal Purchasing Act of 1983. Council approval is required prior to ordering product or service.

McKenzie Municipal Code 5-503. Revisions to Purchasing procedures. After initial approval by resolution of the governing body of this city, changes or revisions to the purchasing procedures shall be made only by resolution. (1995 Code 5-504 modified)

The purchasing resolution is based on the Tennessee Code Annotated 1983 purchasing guidelines.

Action Taken:

A motion was made by Councilperson Callahan, second by Vice Mayor Hale to approve the amendment to the purchasing agreement.

Roll call vote: 6 Ayes, 0 Nays, 0 Absent. Motion passes

Appointment of Planning Commission Council Liaison:

Discussion: Mayor Holland requested the approval to appoint Councilperson Jason Martin as council liaison to the Planning Commission in the recently vacated seat of Councilperson Pruneau.

Action Taken:

A motion was made by Vice Mayor Hale, second by Councilperson Allen to approve the appointment of Councilperson Martin as Planning Commission Council Liaison.

Roll call vote: 6 Ayes, 0 Nays, 0 Absent. Motion passes

k. Any Other Business

There was none.

l. Citizens Input

There was none.

m. Department Head Reports

Fire Chief Tucker gave an incident report for the month of December resulting in 31 incidents and then gave a 12 month report for a total 382 total incidents for the year

Assistant Chief Richard Sawyers reported 389 vehicle stops, 699 security checks for home/business/parks, conducted 106 10-43 investigations along with various other calls for a total of 1482. Assistant Chief Sawyers also stated that the Police Dept.is planning to submit a proposal to purchase 2 additional vehicles from Missouri.

Public Works Director Mercer stated that they were extremely busy with leaf pick up. He reminded the group that if the ground is frozen, the machine won't pick up.

Park Director French reported planters had been built at the splash pad. The Home Run Club was in the process of building new back stops. During the off season, he and Mike Beasley would be working on updating the Park's Tier I information.

Codes Officer Philip Morrisett reported there were some codes violators cited into Chancery Court next week. He also stated that we had some codes that were being revised and rewritten to make them more effective.

Water superintendent Wood was absent due to a main break.

n. Adjournment:

With no further business, motion was made by Councilman Callahan, seconded by Councilman Pruneau to adjourn 6:45 p.m. The motion passes.

APPROVED: _____
Jill Holland, Mayor

ATTEST: _____
Jennifer Waldrup, City Recorder-City Clerk