



FINANCE COMMITTEE MAY 25, 2021

MINUTES

CALL TO ORDER

The regular monthly meeting of the City of Clarksville Finance Committee was called to order by Chairperson Stacey Streetman on Tuesday, May 25, 2021, at 4:30 p.m. in the City Hall Conference Room, 1 Public Square, Clarksville, Tennessee.

ATTENDANCE

PRESENT: Travis Holleman, Jason Knight, Karen Reynolds, Stacey Streetman

ABSENT: Wallace Redd

ADOPTION OF MINUTES

Councilperson Knight made a motion to adopt the April 27 and April 28 as presented. The motion was seconded by Councilperson Knight. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to adopt the minutes of April 27 and April 28 passed.

PURCHASING REPORT

Director of Purchasing Camille Thomas shared the monthly bid summary and reported award of the following professional service contracts:

- Gas & Water - Miscellaneous Real Estate Appraisals in support of Capital Improvement Projects from Mark Young Real Estate Appraisals in the amount of \$50,000.00. *Ms. Thomas said this service would be used on an as-needed basis.*
- Gas & Water - Design of the Dunlop Lane Natural Gas Main Extension from Clark Engineering & Utility Solutions, LLC in the amount of \$32,560.00.

- Gas & Water - Design, Easement and Construction Plans for the Oak Street Lift Station Replacement from Gresham Smith in the amount of \$720,000.00.
- Gas & Water - Miscellaneous Engineering Services in support of Capital Improvement Projects from Clark Engineering & Utility Solutions, LLC in the amount of \$100,000.00.
- Gas & Water - Miscellaneous Engineering Services in support of Capital Improvement Projects from AECOM Technical Services, Inc. in the amount of \$75,000.00.
- Project Management - Controls Assessment & Equipment Testing of the HVAC Systems at City Hall from APW Engineering, LLC in the amount of \$23,750.00.
- Project Management - Appraisals of 107 10th Street, 109 10th Street & 1002 Franklin Street from Mark Young Real Estate Appraisals in the amount of \$1,800.00.
- CDE - System Impact Study for a Solar Array from Allen & Hoshall in the amount of \$58,000.00.

Ms. Thomas reported sales of surplus property on *GovDeals.com* for April 2021 in the amount of \$84,355.61.

GENERAL GOVERNMENT REPORT

Chief Financial Officer Laurie Matta said year-to-date revenues were exceeding expenditures which was typical for fiscal year end. She said 95% of projected property taxes had been collected, \$11.4 million more than the previous year, while 85% of all budgeted revenues had also been collected. Local Option Sales Taxes provided \$5.5 million with \$4.5 million for schools, \$37,000 for the Road Fund, and \$1.4 for the General Fund.

DEPARTMENT OF ELECTRICITY REPORT

CDE Chief Financial Officer David Johns said the Broadband Division cash reached \$7 million with \$2.6 million owed to the Electric Division. He said the last interdivisional loan payment would be made by the end of June which would be 17 years earlier than projected. Broadband retained earnings totaled \$4.6 million with a net income of \$450,000. He noted a net gain of 43 customers including new streaming customers and announced CDE Lightband had recently been awarded the internet service contract with the Clarksville-Montgomery County School System.

Mr. Johns said the Electric Division year-to-date earnings totaled \$15 million with a net income of \$1.2 million. Electric Division cash increased to \$2 million.

CITY ATTORNEY REPORT

City Attorney Lance Baker reported payment of the following legal expenditures:

- Burr Forman, Tennessee River Keepers v. City, \$197.50
- Burr Forman, 1880 Ashland City Road matter, \$355.50
- Klein Solomon Mills, Ethics Complaint, \$3,370.00
- Bradley Arant, Robinson v. City, \$12,682.70
- Bradley Arant, Kimberly Black v. City, \$28.00

NEW LEGISLATION PROCEDURE

ORDINANCE 104-2020-21 (First Reading) Amending the Official Code requiring all new legislation first to be considered by the Finance Committee

Councilperson Trisha Butler, Sponsor, was not present. Mr. Baker said he felt her intent was to determine if any new legislation would have a financial impact on the budget. Councilperson Knight made a motion to postpone action on this ordinance to the next meeting of the Finance Committee because Councilperson Butler was not present. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to postpone action on this ordinance to the next meeting of the Finance Committee passed.

SHORT TERM RENTALS (INDIVIDUAL OWNERS)

ORDINANCE 109-2020-21 (First Reading) Amending the Official Code relative to Short Term Rentals (individual owners)

Councilperson Wallace Redd, Sponsor, was not present. Mr. Baker said he felt the intent of the Sponsor was materially different from the recent ordinance [sponsored by Councilperson Butler] that was disapproved by the City Council. Councilperson Knight made a motion to postpone action on this ordinance to the next meeting of the Finance Committee because Councilperson Redd was not present. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to postpone action to the next meeting of the Finance Committee passed.

DISCIPLINARY PROCESS

ORDINANCE 110-2020-21 (First Reading) Amending the Official Code relative to city officials, department heads, and employee disciplinary process

Councilperson Richard Garrett, Sponsor, was not present. Councilperson Reynolds made a motion to lay this ordinance on the table until he arrived after attending the regular monthly meeting of the Regional Planning Commission. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to table passed.

Upon Councilperson Garrett's arrival, Councilperson Streetman made a motion to remove this ordinance from the table. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to remove this ordinance from the table passed. Councilperson Knight made a motion to forward this ordinance to the City Council with a recommendation of approval. The motion was seconded by Councilperson Holleman.

Councilperson Garrett felt this change would provide an equal playing field for city officials, department heads, and employees. He said it would allow the City Council to initiate discipline and would remove a department head's option to appeal to the City Council. Councilperson Streetman said members of the City Council were aware of this obligation when they ran for office and that they should fill their duties when required. Director of Human Resources Will Wyatt felt the current process was fair to all affected and it has led to a significant reduction in complaints filed with the Equal Employment Opportunity Commission. Mr. Wyatt said the Mayor is the chief executive officer of the City and the process in place has served a valuable purpose for employees. Mr. Baker expressed concern regarding situations relative to just cause or specific disciplines. Councilperson Reynolds said the proposal was not equitable for all employees. After a lengthy discussion, the following vote on the motion was recorded:

NAY: Holleman, Knight, Reynolds, Streetman

The motion to forward this ordinance to the City Council with a recommendation of approval failed.

NEEDMORE ROAD PROPERTY

Discussion directing Parks & Rec Director to submit the offer to purchase the 20 acres of land at the intersection of Needmore Rd and Hazelwood Rd for \$920,000 on or before June 10th with a close date of on or before July 30th

Because Councilperson Garrett, Sponsor, was not present, Councilperson Knight made a motion to table this discussion until he arrived. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to table passed.

After Councilperson Garrett's arrival, Councilperson Holleman made a motion to remove this discussion from the table. The motion was seconded by Councilperson Knight. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to remove this discussion from the table passed. Councilperson Garrett was concerned that the Mayor could resist purchasing property even if it was the will of the City Council. Mayor Pitts said some circumstances could prohibit, delay, or redirect certain actions.

NORTH WATER TREATMENT PLANT

ORDINANCE 105-2020-21 (First Reading) Authorizing exercise of right of eminent domain to obtain easements granting access over and across property necessary to construct, operate, and maintain the North Clarksville Water Treatment Plant

Gas & Water General Manager Mark Riggins said Hopkinsville Grain had a lease with the owner of this property and noted a building was encroaching on the City's existing easement. He said efforts to acquire the property had been unsuccessful thus far and said this would actually be a land swap and not a taking of property. Councilperson Holleman made a motion to forward this ordinance to the City Council with a recommendation of approval. The motion was seconded by Councilperson Reynolds. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this ordinance with a recommendation of approval passed.

WATER, SEWER, GAS BONDS

RESOLUTION 77-2020-21 Authorizing issuance, sale, and payment of up to \$240,000,000 in water, sewer, and gas revenue bonds and up to \$65,000,000 in water, sewer, and gas revenue refunding bonds

Mr. Riggins said \$240 million would provide funding for upcoming projects including an additional water treatment for the north area of the City. Councilperson Knight made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this resolution with a recommendation of approval passed.

CARES ACT FUNDING

ORDINANCE 103-2020-21 (First Reading) Amending the FY21 Housing & Community Development Budget for Cares Act Part 2 Funding

Director of Housing & Community Development Dennis Newburn said he and Ms. Matta determined that this action was not necessary. He noted this amendment would be included in the upcoming budget ordinance. Councilperson Holleman made a motion to forward this ordinance to the City Council with a recommendation for approval. There was no second, therefore, the motion failed.

SAFETY & HEALTH CODE

ORDINANCE 106-2020-21 (First Reading) Amending the Official Code relative to the Occupational Safety and Health Program

Director of Human Resources Will Wyatt said the Tennessee Occupational Safety & Health Administration was requiring new regulations be added to the City Code. He said new training would be provided for all employees after adoption. Councilperson Reynolds made a motion to forward this ordinance to the City Council with a recommendation of approval. The motion was seconded by Councilperson Knight. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this ordinance to the City Council with a recommendation of approval passed.

BEREAVEMENT LEAVE

RESOLUTION 73-2020-21 Adopting revisions to Personnel Policy 08-01, Bereavement Leave

Mr. Wyatt said these changes to the bereavement leave will match the criteria of the current sick leave policy and will include death of additional family members and relatives. Councilperson Knight made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Councilperson Reynolds. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this resolution to the City Council with a recommendation of approval passed.

PUBLIC IMPROVEMENTS PROGRAM

RESOLUTION 80-2020-21 Accepting the FY22-26 Public Improvement Program approved by the Regional Planning Commission

Regional Planning Commission Director Jeff Tyndall said the Public Improvement Program is developed by the RPC Staff in conjunction with City Departments to be used as a planning tool. He noted the Regional Planning Commission did approve this resolution. Councilperson Knight made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Councilperson Holleman. Following Ms. Matta's recommendation, Councilperson Streetman made a motion to amend this resolution by replacing the information for Clarksville Department of Electricity with updated information. The motion was seconded by Councilman Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The amendment passed. The following vote on the main motion was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this resolution as amended to the City Council with a recommendation of approval passed.

FORT CAMPBELL MOU

RESOLUTION 71-2020-21 Authorizing a Memorandum of Agreement with Fort Campbell, KY for fire fighting assistance

The Public Safety Committee recommended approval. Councilperson Knight made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Councilperson Holleman. Fire Rescue Chief Freddie Montgomery said this memorandum of understanding already exists and it was being updated to be signed by new officials. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this resolution to the City Council with a recommendation of approval passed.

E911 INTERLOCAL AGREEMENT

RESOLUTION 74-2020-21 Authorizing an interlocal agreement with the E911 Emergency Communications District of Montgomery County

The recommendation of the Public Safety Committee was for approval. Police Chief David Crockarell said this was an annual agreement for building and 911 operations. Councilperson Holleman made a motion to forward this resolution to the City Council with a recommendation of approval. The motion was seconded by Councilperson Knight. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this resolution to the City Council with a recommendation of approval passed.

SALE OF SURPLUS PROPERTY

ORDINANCE 107-2020-21 Authorizing sale of surplus tax sale properties at public auction

Ms. Thomas shared maps that show locations of the properties being recommended for sale. Councilperson Knight made a motion to forward this ordinance to the City Council with a recommendation of approval. The motion was seconded by Councilperson Holleman. Councilperson Streetman made a motion to amend this ordinance by removing the Shelby Street property as recommended by Ms. Thomas. The motion was seconded by Councilperson Knight. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The amendment passed. The following vote on the main motion was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this ordinance as amended to the City Council with a recommendation of approval passed.

DONATIONS TO HABITAT FOR HUMANITY

ORDINANCE 108-2020-21 Authorizing donation of properties located on Dumas Drive and Elm Hill Drive to Habitat For Humanity for Community Development

Ms. Thomas said Habitat For Humanity requested these parcels for locations of affordable homes. Mayor Pitts said the Office of Housing & Community Development would pay any back taxes. Councilperson Knight made a motion to forward this ordinance to the City Council with a recommendation of approval. The motion was seconded by Councilperson Holleman. The following vote was recorded:

AYE: Holleman, Knight, Reynolds, Streetman

The motion to forward this ordinance to the City Council with a recommendation of approval passed.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 6:43 p.m.

ADOPTED: June 22, 2021