

**Board of Mayor and Aldermen Meeting**  
**August 15, 2016**  
**Dyersburg Municipal Court Room**

- (1) **Call to Order:** The Board of Mayor and Aldermen met in regular session on Monday, August 15, 2016 in the Dyersburg Municipal Court Room at 7:00 p.m. Mayor John Holden presided over the meeting. The meeting opened with prayer by Alderman Kevin Chaney. Mayor Holden noted all Aldermen were present, with the exception of Alderwoman Carolyn Norman.
- (2) **Approval of Minutes:** The minutes of the August 1, 2016 meeting were approved on a motion by Alderman Mike Morgan, followed by second from Alderman Terry Glover. The motion passed approving the minutes.
- (3) **Unfinished Business:** None presented.

(4) **New Business:**

a. **Attorney Invoice**

Mayor Holden presented an invoice from the City Attorney's office to be approved for payment. The July 1, 2016 to July 31, 2016 invoice totaled \$16,837.50. Alderman Kevin Chaney made a motion to approve the payment, with a second by Alderman Bob Kirk. The motion passed by full vote.

b. **Bids - Greg Williams, Purchasing Agent.**

1. Department: Fire

Item: New Diesel Engine

Purpose: Replace blown engine in 2005 Ford Fire Rescue Truck

Budgeted: Yes - \$16,000

Notification – State Gazette – Direct to 3 vendors

Bids:	Tim Castellaw Ford	\$21,441.33
	Smith Automotive Center	\$18,267.07
	J & P Machine Repair	\$17,556.54

Recommendation: Mr. Williams recommended awarding the bid to J & P Machine Repair, Dyersburg, TN at \$17,556.54.

A motion to approve the recommendation as presented before the Board was made by Alderman Kevin Chaney, with a second by Alderman Bill Escue. The motion passed by full approval.

2. Department: Landfill

Item: Professional Services for testing & inspection

Purpose: As required by TDEC during new cell construction

Budgeted: Yes

Notification – State Gazette – Direct to 3 vendors

Bids: Professional Service Industries No Response

Geotechnology No Response

Construction Materials Laboratory \$60,000-\$65,000

Mr. Williams recommended awarding the bid to CMI, Jackson, TN, not to exceed \$65,000.

A motion to approve the recommendation as presented before the Board was made by Alderman Bob Kirk, with a second by Alderman Mike Morgan. The motion passed by full approval.

c. **Street & Sanitation Committee Meeting minutes – August 4, 2016 – Chairman Mike Morgan.**

Street/Sanitation Committee Meeting

City of Dyersburg

August 4, 2016

The Street/Sanitation Committee met Thursday, August 4, 2016 at 10:00 a.m. in the second floor conference room at City Hall.

Members Present Included: Mayor John Holden, Bill Escue, and Committee Chairman Mike Morgan.

Other Alderman Board Members: Bob Kirk and Terry Glover.

Staff and Others Present: Thomas Mullins and Kevin Joslin, Codes Enforcement, John Damesworth, Street and Sanitation, Greg Williams, Purchasing, Steve Isbell, Chief of Police, Brandon Hutcheson, State Gazette, Mike McCulloch, Street and Water Department Superintendent, John Lannom and Christine Coronado, Attorneys for the City of Dyersburg.

The Committee convened to discuss:

- Review of RFP for contracted Solid Waste services.

Mr. Williams presented RFP # 07196-0816-2, solid waste collection services for residential-commercial customers. The Committee reviewed the document and made specific recommendations for minor changes. On a motion by Chairman Mike Morgan, with a second by Alderman Bill Escue, the RFP was approved by the Committee for public advertisement.

***At this point in the reading of the minutes Alderman Mike Morgan motioned to accept the RFP # 07196-0816-2, solid waste collection services for residential-commercial customers proposal and authorize Greg Williams to place the document for public advertisement with properly noted amendments and additions. The motion was seconded by Alderman Robert Taylor, Jr., and passed by full Board approval.***

- Property Maintenance Codes and Curbside Pickup.

The current provisions of the City curbside pickup and property maintenance codes were discussed. Mayor Holden noted the Committee's purpose is to review the current policies and make recommendations for any amendments required to address current violations associated with curbside debris. The Committee reviewed specific components within the policies. The Committee recognized a significant problem that has developed over the years since the City's policy changed in an attempt to assist citizens with debris extending beyond the original intent for grass and other yard debris pickup. Central to the discussion was a review of the regulations, potential fines and fees, citations to court for violations, and educational processes for the general public regarding policy, and public health safety.

Mayor Holden and Thomas Mullins cited recent examples of curbside and litter abuse, photographically recorded around the City, noting that these photos represented the significant issues to be addressed by any policy changes.

At the conclusion of the discussions the Committee asked the City attorney to develop a draft policy potentially involving property maintenance ordinance changes. These changes may address:

- Clarification as to what the City will remove from curbside,
- Reducing the timeframe for expediting the property owner notifications and subsequent debris removal,
- Curbside posted notification for debris removal utilizing the City as the removal agent for a prepaid fee, and
- Potentially returning the overall City curbside service to the 2004 policy.

No further actions were taken by the Committee and the meeting adjourned at 10:00 a.m.

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Alderman Mike Morgan, Chairman

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Robert C. Jones, City Recorder

**d. Airport Committee Meeting minutes – August 8, 2016 – Chairman Dennis Moody.**

**Airport Committee Meeting**

**City of Dyersburg**

**August 8, 2016**

The Airport Committee met Monday, August 8, 2016 at 10:00 a.m. at City Hall, second floor conference room.

**Members Present Included:** Mayor John Holden, Aldermen Dennis Moody, Alderman Bob Kirk, Alderman Bill Escue.

**Other Alderman/Alderwomen Present:** Mike Morgan, Kevin Chaney, Terry Glover.

**Staff Present:** Greg Williams, City Purchasing Agent, Tommy Gibbons, Airport Director, Scott Ball, Storm Water and Construction Inspector.

**Others Present:** Brandon Hutcheson, State Gazette, Patrick Heckethorn, Crosby Childress and Ray Lowrance, Forcum Lannom Contractors.

Chairman Moody opened the meeting with prayer. He announced the sole agenda item to be the review of the request for proposal to build an aircraft storage hanger at the City’s airport. Greg Williams provided a copy of the RFP and stated the only the Heckethorn partnership proposal was received. He read a summary of the proposal before the committee, stating that after receiving the proposal he and Mr. Heckethorn had worked together to hone the proposal to meet the mutual needs of the City and the Heckethorns. The summary is as follows:

Proposal for Development of Area 9 at the Dyersburg Regional Airport			
		Proposal from: Patrick Heckethorn & Michael Heckethorn	
I.	Scope:	Construction of private aircraft hangar. This hangar will be 120'x85' (10,200 ft <sup>2</sup> plus side storage and office space), and will be located on the airfield in what is referenced to as "Area 9". This hangar will house four medium sized aircraft. The partnership will pay all construction costs, site development, and all cost of building maintenance.	

II.	Proposal Options:	Option A - Purchase property for \$50,000 Option B - 25 year Lease of property	
III.	Terms of Option B:	Lease of property for 25 years at a rate of \$2,000 per year. At the end of the 25 year lease, the hangar ownership will transfer to the city. The partnership would maintain a right of first refusal to continue leasing the hangar after 25 year term.	
IV.	Maintenance Fees:	The partnership will pay the city a monthly fee of \$500 to maintain the grounds surrounding hangar and for moving planes in and out of hangar.	
V.	Additional Offers:	The City is in need of a new aircraft tug. The partnership is offering to prepay \$40,000, in lieu of the full term amount of \$50,000, to allow the city to purchase the tug. This amount would cover the cost of the tug. In addition to this change of lease rate, the monthly maintenance fee would also be reduced to \$400.	
VI.	Fuel Purchases:	The partnership will make an effort to purchase fuel from the city in exchange for a volume discount on fuel purchases. (% To be determined)	
VII	Space Rental:	The partnership will have the right to lease any available space in this hangar to other aircraft owners. This will only be allowed when the airport is at 100% capacity and will be at a rate of 150% of comparable hangar space.	

After general discussion, Chairman Moody noted that it would be very important for this project to remember future Mayor and Alderman Boards may have very different initiatives for the Airport. Alderman Bob Kirk made a motion to accept the proposal and authorize Greg Williams to work with the City attorney and the Heckethorn Partners to complete all necessary legal project contract documents.

The motion was seconded by Bill Escue, and passed by the Committee. It will be presented to the full Board of Mayor and Aldermen at the August 15, 2016 Board meeting.

With no further business presented the meeting adjourned at 10:25 a.m.

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Dennis Moody, Chairman

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Robert C. Jones, City Recorder

**e. Proposal for development of Area 9 at the Dyersburg Regional Airport**

At this point in the reading of the minutes Alderman Dennis Moody motioned to accept the proposal and authorize Greg Williams to work with the City attorney and the Heckethorn Partners to complete all necessary legal project contract documents. The motion was seconded by Alderman Robert Taylor, Jr., and passed by full Board approval.

**f. Local Government Committee Meeting minutes – August 10, 2016 – Chairman Kevin Chaney.**

**Local Government Committee Meeting**

**City of Dyersburg**

**August 10, 2016**

The Local Government Committee met Wednesday, August 10, 2016 at 8:30 a.m. in the City Hall Second Floor Conference Room.

**Committee Members Present:** Mayor John Holden, Terry Glover, Kevin Chaney, Chairman, and Dennis Moody.

**Other Alderman/Alderwoman Present:** Mike Morgan, Bill Escue, and Bob Kirk.

**Staff and Others Present:** Kelly Noel, Utility Collections Manager, Steve Anderson, Treasurer, Greg Williams, Purchasing Agent, Kevin Joslin, and Thomas Mullins, Codes Enforcement, Duncan Ing, Mike Smith and Brandon Hutcherson, State Gazette, Susan Thompson, Utility Billing Supervisor, Joe Yates, Yates Furniture

The meeting opened with prayer by Alderman Moody. Chairman Chaney stated the Committee was convened to discuss:

**1. Discussion of temporary businesses.** This included a spectrum of mobile businesses from food, agricultural, and furniture to clothing and any other temporary mobile vendors operating within the City limits. There have been complaints to the City from established permanent businesses regarding the competition and legitimacy of the temporary operators. The Committee agreed that the City should have ordinance language that specifically addresses temporary and mobile vendors coming to the City. Thomas Mullins presented a draft ordinance text for consideration prepared by the City Planner. The Committee requested staff continue to consult with the City Planner to design proposed ordinances that would include vendor location and zoning restrictions, licensing, length of time for temporary business permits, schedule of permit fees, the number of business permits issued over a controlled and designated period of time within the calendar year, State of Tennessee requirements, methods for enforcement, legal and financial consequences for violation citations, and any other pertinent considerations in the drafting of the ordinances. Staff was asked to review the practices and policies for temporary and mobile vendors of like municipalities for further information to present to the Committee. The committee requested to reconvene in two weeks to continue discussion of the issue.

**2. Utility Department Rules and Regulations** – the Committee reviewed an updated edition of proposed amendments and additions to the Utility Collections Department current rules and regulations. Alderman Dennis Moody made a motion to adopt the update, with the exception that the City returns to the former method of mailing out second notifications to customers with past due bills (removal of Billing Section 8, page 8). The motion was seconded by Alderman Terry Glover and passed by full Committee vote. The action will be presented at the August 15, 2016 Mayor and Board of Aldermen meeting

With no further business the meeting adjourned at 9:15 a.m.

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Kevin Chaney, Chairman

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Robert C. Jones, City Recorder

Alderman Kevin Chaney made a motion to adopt the update, with the exception that the City returns to the former method of mailing out second notifications to customers with past due bills (removal of Billing Section 8, page 8). The motion was seconded by Alderman Mike Morgan and passed by full Board vote.

**Report from Alderman and Alderwomen:**

**Aldermen Bob Kirk:** Asked Mayor Holden if the City was mowing the retention ponds that were to be deeded to the City. Mayor Holden stated he has not had a response from the owners of the retention basins to date.

**Alderman Bill Escue:** No report.

**Alderman Terry Glover:** No report.

**Alderman Kevin Chaney:** No report.

**Alderman Mike Morgan:** No report.

**Alderman Dennis Moody:** No report.

**Alderman Carolyn Norman:** No present.

**Alderman Robert Taylor, Jr:** No report.

**Communications from the Mayor:** No report.

With no further business the meeting adjourned at 7:20 p.m.

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John Holden, Mayor

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Robert C. Jones, City Recorder