

Mayor & Board of Aldermen – Regular Meeting

Meeting Minutes

January 22, 2024

Present: Mayor H. Michael Brown
Vice Mayor Wiggins, Alderman Frank Cates, Alderman Debra Hummel & Alderman Sutton

Prayer and Pledge of Allegiance to the American Flag

1. **Call to order by Mayor Brown**
2. **Prayer & Pledge of Allegiance to the American Flag**
3. **Establish Quorum**
Jeff Fisher absent
4. **Approval of Agenda**

Vice Mayor Wiggins made a motion to approve the agenda. Alderman Hummel seconded the motion. All were in favor, none opposed.

5. Reading and Correction/Approval of Minutes of Regular Board

December 14, 2023 – Regular Board Meeting Minutes

Alderman Cates made a motion to approve the December 14, 2023 Regular Meeting Minutes. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. The motion passed.

6. Resolution 24-09 Official Censoring of Board Member

Vice Mayor Wiggins made a motion to approve Resolution 24-09. Alderman Cates seconded the motion. Three (3) in favor, one (1) abstained. Roll-call results: Alderman Cates, Hummel and Wiggins voted in favor with Alderman Sutton abstaining. Resolution 24-09 passed.

7. Citizen's Comments

None

8. Communications from the Mayor

Mayor Brown thanked Public Works, Water, Police and Fire for a job well done, especially with the extreme weather conditions of the past week. The mayor stated several citizens had contacted him, expressing their thanks.

9. Communication from the Aldermen

Vice Mayor Wiggins wished everyone a happy new year.

Aldermen Cates inquired of gift-giving (“Code of Ethics”) as it relates to Board Members. Attorney Minor referenced Ordinance 1-103 governed by Roberts’ Rules of Order, but stated there was no Code of Conduct in place. Alderman Sutton asked was that the case for both Officials and employees, which, Attorney Minor stated the employees are to follow the “Employee Handbook.” It was the consensus of the Board to have Attorney draft a “Code of Ethics” and present it at the meeting. Vice Mayor Wiggins offered a copy of the Fayette County Commissioners ethics code as a guideline.

Alderman Hummel recognized both Director Armstrong and Director Coker for giving the tour of the Water and Wastewater Plants to a couple of Girl Scouts (Troope #13108) who were earning their last badge (related to water) before going away to college.

Alderman Sutton thanked the Water Department and Blake for their efforts in keeping the towns water safe. He also encouraged citizens, as well as board members, to contact their legislators regarding the placement of flock cameras throughout our town. Mayor Brown stated, Home-Owners Associations have the right to request the cameras from local authorities. He said he plans to make a recommendation to his HOA in making that request.

10. Department Head Reports

Finance Director Hodges notified the board the FY2023 Audit is complete, and the auditors are scheduled to make the audit presentation at the February workshop. She recognized Stacey Grooms and Natasha Edmonds in getting over 3,000 property tax checks entered.

Vice Mayor Wiggins inquired of the fluctuation of the sales taxes reported on the December 2023 Recap. Laura stated she would research the information further, reporting back to the board.

11. Town Manager Report

Mr. Ellis expressed his thanks to all employees of the Town of Oakland for all they do.

Referring to documentation provided to each board member, “Debt Obligation Report” (\$7M dollar), Town Manager Ellis explained the process of presenting this to the board in a public meeting as required by the TN Comptroller. No action was necessary.

12. Old Business: Ordinances Second and Final Reading

A. Ordinance 23-26 Solid Waste Fee Increase – 2nd Reading

Vice Mayor Wiggins made a motion to hear 2nd Reading of Ordinance 23-26.

Vice Mayor Wiggins made a motion to approve the 2nd Reading of Ordinance 23-26. Alderman Sutton seconded the motion. All in favor, none opposed. The 2nd Reading of Ordinance 23-26 passed.

13. Consideration of Resolutions:

A. Resolution 24-01 REQUEST FOR PROFESSIONAL GRASS AND WEED CONTROL CONTRACT

Vice Mayor Wiggins made a motion to hear Resolution 24-01.

Vice Mayor Wiggins made a motion to amend and approve Resolution 24-01 with the stipulation in length of contract; "Request proposals for 1, 2, and 3-year maintenance contract". Alderman Hummel seconded the motion. All in favor, none opposed. Resolution 24-01 passed.

B. Resolution 24-02 REQUEST FOR PROFESSIONAL MOSQUITO CONTROL CONTRACT

Vice Mayor Wiggins made a motion to hear Resolution 24-02.

Vice Mayor Wiggins made a motion to amend and approve Resolution 24-02 with the stipulation in length of contract; "Request proposals for 1, 2, and 3-year maintenance contract". Alderman Cates seconded the motion. All in favor, none opposed. Resolution 24-02 passed.

C. Resolution 24-03 REQUEST FOR PROPOSAL FOR AUTOMATED TIME-KEEPING SYSTEM

Vice Mayor Wiggins made a motion to hear Resolution 24-03.

Vice Mayor Wiggins made a motion to approve Resolution 24-03. Alderman Cates seconded the motion. All in favor, none opposed. Resolution 24-03 passed.

D. Resolution 24-04 REQUEST FOR PROPOSAL FOR AUTOMATED WORK ORDER MANAGEMENT SYSTEM

Vice Mayor Wiggins made a motion to hear Resolution 24-04.

Alderman Sutton made a motion to approve Resolution 24-04. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 24-04 passed.

E. Resolution 24-05 SOLICIT QUOTES FOR PROFESSIONAL 4th OF JULY FIREWORKS DISPLAY (2024)

Alderman Cates made a motion to hear Resolution 24-05.

Alderman Sutton made a motion to approve Resolution 24-05. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 24-05 passed.

F. Resolution 24-06 AUTHORIZING VEHICLE PURCHASE – WASTEWATER DEPARTMENT

Vice Mayor Wiggins made a motion to hear Resolution 24-06.

Vice Mayor Wiggins made a motion to approve Resolution 24-06. Alderman Sutton seconded the motion. All were in favor, none opposed. Resolution 24-06 passed.

G. Resolution 24-07 AUTHORIZING VEHICLE PURCHASE – WATER DEPARTMENT

Vice Mayor Wiggins made a motion to hear Resolution 24-07.

Alderman Sutton made a motion to amend Resolution 24-07, and approving the truck purchase, of either a 2500HD or 3500HD, from any vendor listed with Department of General Services. Vice Mayor Wiggins seconded the motion. All were in favor, none opposed. Resolution 24-07 passed.

H. Resolution 24-08 UTILITY SERVICE COMPANY, INC – CONTRACT AMENDMENT

Vice Mayor Wiggins made a motion to hear Resolution 24-08.

Alderman Hummel made a motion to approve Resolution 24-08. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 24-08 passed.

15. Other Items of Business

A. Consideration of new hire for the position of Director of Building & Codes

An application for the Building & Codes Director naming Joe McDonald as the applicant was presented. Town Manager Ellis stated the applicant holds all state certification required to fill this position and recommends the hiring of this individual.

Vice Mayor Wiggins made a motion to approve the hiring of Mr. McDonald. Alderman Sutton seconded the motion. All in favor, none opposed. The motion passed.

B. Discussion of Painting Town Hall Building

Town Manager Ellis made the board aware of plans in having the Town-hall exterior painted.

C. Establishing Workshop

A workshop was scheduled for Thursday, February 1, 2024 at 6pm.

16. Approval of Invoices

One (1) was presented for approval, BC Motors Wrecker Service – over 45 days.

Alderman Sutton made a motion to approve paying BC Motors invoice. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. The motion passed.

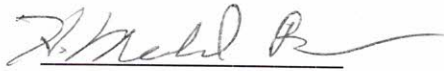
One (1) credit application from Cummins Sales and Service for the benefit of the Water and Wastewater Departments was presented for approval.

Vice Mayor Wiggins made a motion to approve. Alderman Sutton seconded the motion. All in favor, none opposed. The motion passed.

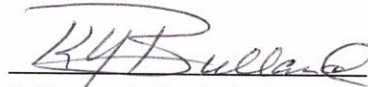
17. Meeting Adjourned

Alderman Cates made a motion to adjourn the meeting.

Date: January 22, 2024



H. Michael Brown, Mayor



K. Yvonne Bullard, City Recorder

***Note-This Board Meeting was originally scheduled for Thursday, January 18, 2024. Due to inclement weather the meeting was rescheduled to Monday, January 22, 2024.