

# Mayor & Board of Aldermen – Regular Meeting

## Meeting Minutes

January 19, 2023

Present: Mayor H. Michael Brown  
Vice Mayor Adrian Wiggins  
Aldermen Frank Cates, Debbie Hummel, Jeff Fisher & Ken 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**

All members present.

#### 4. **Approval of Agenda**

Mr. Johnson, Town Manager, requested to add at the end of the agenda, scheduled date for Special Meeting. He also requested to change: First Reading Ordinance # 23-03 to Ordinance # 23-02; and, First Reading Ordinance # 23-04 to Ordinance # 23-03.

Alderman Fisher requested that "A Search for New Town Administrator/ Manager" be added as a voting item under New Business. Mayor Brown commented; the town has a Town Manager and there has been no resignation. However, it is public record that Mr. Johnson has announced he plans to retire by the end of 2023.

- Alderman Cates made a motion to accept the agenda with noted changes. Alderman Hummel seconded the motion. All in favor, none opposed. The motion passed.

#### 5. **Reading and correction/Approval of Minutes of Regular Board**

Alderman Hummel reported a typo in the December 15, 2022, Regular Meeting minutes (page 3 Ordinance 22-23 Heading). The correction was noted and corrected.

Vice Mayor Wiggins made a motion to approve December 15, 2022, Regular Meeting Minutes as amended. Alderman Fisher seconded the motion. All in favor, none opposed. The motion passed.

#### 6. **Citizen's Comments**

Pinky Dike – 315 Terry – He addressed the Mayor & Board with the on-going issue of construction work being done on Saturdays and Sundays, notably, on the town's project. He made the point, according to the ordinance, the only person with authority to grant permission to work on those days is the Oakland Building Codes Enforcement Officer. He also brought to their attention there were trucks running backwards on Hwy 64...there was no signage posted and emphasized the potential danger and the cost the town could suffer in such an event.

Mr. Terry inquired of the appropriate opportunity for citizens to interact with Board Members related to items and projects the Board wants to do.

Mayor Brown acknowledged Mr. Dike, stating consideration will be given at the next work-session.

Oscar Ethridge – Black Ankle Dr.- Extended his thanks to Mr. Johnson and Mr. Dike for their assistance with the flood plan issue.

Mr. Ethridge requested the Board to take necessary action in reaching out to the USPS, addressing the problems at the Oakland Post Office.

Mayor Brown stated the post office situation has been worked on diligently by this administration, unsuccessfully. State Representatives and Congressman Kustoff have been contacted.

Alderman Hummel offered, she too had worked on the post office issues a citizen, prior to her election. The conclusion was the Postmaster determined issues needing to be addressed and actions to be taken. She explained that Oakland's Post Office owner resides in Beverly Hills CA. Ms. Hummel urged the citizens to contact the Oakland Postmaster and she will contact the owner.

Mr. Johnson recommended writing Congressman Kustoff asking him to hold a Town-Hall Meeting related to the post-office. The Mayor tasked Mr. Johnson with drafting the request.

## 7. Communications from the Mayor

None

## 8. Communication from the Aldermen

Vice Mayor Wiggins – Thanked the citizens for their comments and wished to offer condolences to the family of Lisa Marie Presley.

Alderman Fisher – Announced his fortune in being an organ donor recipient and his 3-year anniversary since he received a donated liver. He publicly thanked the donor family. He encouraged citizens to consider, signing up as a donor, at the time of renewing their driver's license.

Alderman Cates- Inquired as to who is responsible for checking and clearing out drainage ditches and basins. Mr. Johnson stated the town has a Storm Water Inspector, which deals more on the construction side. Public Works is responsible for maintaining drainage, where the town has easements. Where there are no easements, Code Enforcement gets involved. The board will need to address in the next couple of years, when the population reaches 10k+, is Storm Water Management.

Alderman Sutton – Referring to Mr. Dikes comments; expressed his disappointment, discovering contractors were working on a town project, disregarding a town ordinance that prohibits this type of work being done on Saturday (and Sunday). Further discussion determined authorization was not requested and was not given. It was also discussed, to look at a Business License as a means to deter builders and construction work on weekends. Mayor Brown requested this matter to be placed on a work-session agenda.

## 9. Department Head Reports

Gary Schmidt thanked the Board for the opportunity in serving as Parks and Rec Director, informing them of his resignation effective immediately.

**10. Town Manager Report**

Mr. Johnson provided a status report on the Special Census; he reported the response is a little behind what was expected at point; a second mailing will be going out to those who have not responded; and, at the end of January door to door attempts will begin.

Mr. Johnson asked Fire Chief Walls to update the Board on the Text-My-Gov System. He reported that the system is in place and is now in the process of promoting the new messaging system to citizens. To receive alerts, citizens are required to sign-up for the resource, which is simple. It is expected by the end of February the system will be put in use.

Alderman Sutton referred to an article in the Fayette Falcon related to the County Fire Agreement. He asked Fire Chief Walls to share information in how this will affect the town. Chief Walls stated he had not received anything formally, he too read it in the Falcon Vice Mayor Wiggins offered in summary, this is a change in medical calls, not mutual aide. Further discussion determined that this would be a topic for a future work-session once a copy of the contract is presented to the Board.

**11. Consent Agenda**

**(A) Resolution 23-03: Authorizing Bidding for Park Athletic Fields for Professional Grass and Weed Control Contract**

**(B) Resolution 23-04: Authorizing Purchase of a used pickup truck for Parks & Recreation Department from Torx Truck Sales in the amount of \$9,197.00.**

**(C) Resolution 23-05: Amending the Professional Services Agreement with Franklin Collections Services for Delinquent Utility Billing**

**(D) Resolution 23-06 Authorizing Bidding for Employee Uniforms Service Agreement**

Alderman Sutton made a request to remove item "B". Alderman Fisher made a request to remove item "C" motion. The consent agenda for the Boards consideration was reduced to include items "A" and "D."

A motion made to approve the January 19, 2023 consent agenda as amended was made by Vice Mayor Wiggins. Alderman Hummel seconded the motion. All in favor, none opposed. The amended consent agenda passed.

**12. Old Business: Ordinance Second & Final Readings**

None

**13. New Business – Ordinances -First Reading**

**(A) Ordinance 23-01- First Reading - Amending the Adopted Fiscal Year 2022 Annual Budget to reflect Contributed Capital: Establishing Public Hearing date of February 16, 2023**

A motion was made Alderman Cates to Hear Ordinance 23-01.

Mr. Johnson explained this action is necessary to amend the FY22 Budget to reflect the Contributed Capital of subdivision developments. The Board was provided exhibits A (General Fund \$3,960,037) & B (Water Fund \$1,099,538 & Sewer \$1,600,076).

Alderman Sutton made a motion to approve the 1<sup>st</sup> Reading of Ordinance 23-01. Alderman Cates seconded the motion. All approved, none opposed. The 1<sup>st</sup> Reading of Ordinance 23-01 passed.

**(B) Ordinance 23-02 - Amending the City Code, Title 18, Chapter 5; S.T.E.P. Systems:  
Establishing Public Hearing Date of February 16, 2023**

A motion was made Alderman Hummel to Hear Ordinance 23-02.

Director Blake Coker stated there are standard specifications for continuity. This is the first for both Oakland and the developer. Attorney Minor stated the board will receive suggested edits at the 2<sup>nd</sup> Reading of Ordinance 23-02.

Alderman Hummel made a motion to approve the 1<sup>st</sup> Reading of Ordinance 23-02. Alderman Sutton seconded the motion. All approved, none opposed. The 1<sup>st</sup> Reading of Ordinance 23-02 passed.

**(C) Ordinance 23-03 - Amending the City Code Title 12 Chapter 1  
Establishing Public Hearing date of February 16, 2023**

A motion was made Alderman Sutton to Hear Ordinance 23-03.

Mr. Johnson stated this is action will create a local amendment to the Building Code. A 2<sup>nd</sup> Reading of Ordinance 23-03 will be scheduled for February 9, 2023, with an anticipated effective date of February 15, 2023.

A motion was made by Alderman Cates to approve the 1<sup>st</sup> Reading of Ordinance 23-03. Alderman Hummel seconded the motion. All approved, none opposed. The 1<sup>st</sup> Reading of Ordinance 23-03 passed.

**14. Consideration of Resolutions**

**(A) Resolution 23-01 Seeking Approval by the Tennessee General Assembly for Amendments to Town Charter**

A motion to hear Resolution 23-01 was made by Vice Mayor Wiggins.

A motion to approve Resolution 23-01 was made by Alderman Fisher. Alderman Hummel seconded the motion. All in favor, none opposed. Resolution 23-01 passed.

**(B) Resolution 23-02 Approving a Bid Award for Fire Station #1 Building Addition and Improvements; Fire Fee Fund**

Mr. Johnson requested this item be deferred to February 2023 meeting, due to the bids received came in significantly higher than budgeted amount.

Alderman Hummel made a motion to defer Resolution 23-02. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 23-02 was deferred.

**(C) Resolution 23-07: Condemning Residential Property located at 65 Cleer Street upon recommendation of the Building & Codes Department**

A motion to hear Resolution 23-07 was made by Alderman Hummel.

A motion to approve Resolution 23-07 was made by Vice Mayor Wiggins. Alderman Hummel seconded the motion. All in favor, none opposed. Resolution 23-07 passed.

**(D) Resolution 23-08: In Support of Legislation to Amend State Sales Tax Distribution Formula for Local Share**

A motion to hear Resolution 23-08 was made by Alderman Sutton.

A motion to approve Resolution 23-08 was made by Alderman Sutton. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 23-08 passed.

**(E) Resolution 23-09: Approval of Bid Award for Traffic Signal Maintenance Agreement**

A motion to hear Resolution 23-09 was made by Vice Mayor Wiggins.

Mr. Johnson stated this maintenance agreement went out for bids, which Shelby Electric of Memphis, TN was the only bid received; they are the current contract vendor. The bid for preventative maintenance, calibration testing and will do estimates on other work came in at \$29,750 and within budget.

A motion to approve Resolution 23-09 was made by Alderman Cates. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 23-09 passed.

**(F) Resolution 23-10: Authorizing a Professional Services Agreement with Kirg Engineering for Design and Specifications for Wirt Road Extended Project**

A motion to hear Resolution 23-10 was made by Alderman Hummel.

Mr. Johnson stated he had confirmed Wirt Rd is in the city limits and in poor condition. Two performance bonds have been forwarded to legal for review, with the intent of the development agreement being forwarded to legal as well.

A motion to defer Resolution 23-10 was made by Alderman Cates. Vice Mayor Wiggins seconded the motion. All in favor, none opposed. Resolution 23-10 was deferred.

**(G) Resolution 23-11: Authorizing Bidding of Fiscal Year 2023 Street Paving Project, Bid Package #1**

A motion to hear Resolution 23-11 was made by Vice Mayor Wiggins.

Mr. Johnson explained this is only an authorization to bid. The Board expressed that due to weather, the paving projects are to be bid in two (2) phases, spring and summer.

A motion to approve Resolution 23-11 was made by Alderman Sutton contingent to the projects are bid in two phases, Spring and Summer. Alderman Cates seconded the motion. All in favor, none opposed. Resolution 23-11 passed.

**(H) Resolution 23-12: A Resolution Authorizing Submittal of a USDA Rural Development Loan Application for Fire Station #2 project**

A motion to hear Resolution 23-12 was made by Vice Mayor Wiggins.

Mr. Johnson stated this is an authorization to make application for USDA Loan.

A motion to approve Resolution 23-12 was made by Alderman Cates. Alderman Fisher seconded the motion. All in favor, none opposed. Resolution 23-12 passed.

**(I) Resolution 23-13: A Resolution Authorizing a Professional Services Agreement with Renaissance Architects for Schematic Design of Fire Station #2 in the amount of \$25,000.**

A motion to hear Resolution 23-13 was made by Vice Mayor Wiggins.

Mr. Johnson stated this resolution is to authorize Renaissance Architects to provide a schematic design of Fire Station #2. This will be required if the USDA Loan is approved and for 2024 budget purposes.

A motion to defer Resolution 23-13 was made by Alderman Cates. Alderman Fisher seconded the motion. All in favor, none opposed. Resolution 23-13 was deferred.

Mr. Johnson will arrange for architects' presentation to the Mayor and Board.

**(J) Resolution 23-04: Authorizing Purchase of a used pickup truck for Parks & Recreation Department from Torx Truck Sales in the amount of \$9,197.00.**

A motion to hear Resolution 23-04 was made by Alderman Fisher.

Alderman Sutton stated he pulled the resolution from the consent agenda was to ensure the purchasing guidelines were being followed. Mr. Johnson stated the amount is in budget, it is less than \$10k and he was following the wishes of the board in purchasing local.

A motion to approve Resolution 23-04 was made by Vice Mayor Wiggins. Alderman Fisher seconded the motion. Three (3) in favor, two (2) opposed. Voting in favor: Wiggins, Fisher and Hummel. Those opposing were Sutton and Cates. Resolution 23-04 passed.

**(K) Resolution 23-05: Amending the Professional Services Agreement with Franklin Collections Services for Delinquent Utility Billing**

A motion to hear Resolution 23-05 was made by Alderman Hummel.

Jenna Arnold explained the Resolution previously passed did not line up with the contract with respect to the percentage vs the age of the debt. It was asked of Attorney Minor if this is standard practice, which he agreed it is.

A motion to approve Resolution 23-05 was made by Vice Mayor Wiggins. Alderman Sutton seconded the motion. All in favor, none opposed. Resolution 23-05 passed.

**(L) Establish a Special Call Meeting for February 9, 2023**

Mr. Johnson request a work session @ 4pm, a Beer Board Meeting @6:30 pm and a Special Call Meeting @ 7pm.

**15. Consideration of Business Items**

**(A) Acknowledge receipt of Fiscal Year 2020-2021 Annual Audit**

Mr. Johnson request the Board to officially acknowledge receiving the FY 2021 Audit.

**(B) Establishing the first Thursday of the month as Work Session Meeting dates for the Board of Mayor and Aldermen**

Vice Mayor Wiggins introduced the need to help things move quicker and allow citizens input. Alderman Fisher made a motion to approve Work Sessions to be scheduled the first Thursday of each month at 7pm, beginning March 2023. Alderman Hummel seconded the motion. All in favor, none opposed. The motion passed.

**(C) Establishing Public Hearing Dates for proposed Urban Growth Boundary Map Amendments**

Mr. Johnson proposed to the Board February 16<sup>th</sup> and March 16, 2023 be established as Public Hearing Dates.

**(D) Review of Rental Registry Requirements; Authorizing Mayor to send letter to TN General Assembly**

Mr. Johnson referenced background information provided to the Board. Attorney Minor reported that the entire state is grappling with the issue, and he is confident the General Assembly will be more than open to helping us out.

Mr. Johnson stated this is simply authorizing the Mayor to send a letter to Senator Walley stating Oakland supports having this type of local legislation.

**(E) Acknowledgement Receipt and Review of Calendar Year 2023 Annual Department Goals**

Mr. Johnson presented the goals of each department to the Board Members. Alderman Fisher referring to Finance Department Goals asked for policy to be drafted on "Acceptance of Credit Card," for citizens paying for services and fees; and "Credit Cards User" policy, for employee issued credit cards. Vice Mayor Wiggins and Board agreed that the town find a credit card company who will issue Town Credit Cards assigned to Department Heads.

Other goals mentioned were the Personnel Policy and Municipal Codes.

**(F) Initiate Search for Town Manager/Administrator**

Alderman Fisher stated that Mr. Johnson has made it known that he intends to retire this year and feels the Board should give consideration in beginning the search process for his replacement. Mayor Brown suggested this to be put on a workshop agenda. Mayor Brown said he would like to discuss with Attorney Minor the proper way to pursue this request, since there is not a resignation letter. Alderman Cates questioned if this should be discussed in an open meeting. Alderman Sutton reiterated Alderman Fisher's statement, that it is not too early to look for his replacement. Alderman Hummel stated it may take four to five months. Mayor Brown said his concern is advertising a position without an effective start date. Alderman Sutton said there is no rule they must be concurrent and it may be beneficial to have the new person to work with Mr. Johnson for a short period of time. Alderman Sutton referring to Planning Director Courton resignation letter, that Mr. Johnson is the only employee with experience in Planning.

Mayor Brown asked for direction of Board. The Board would like the Town Manager job description and a job posting presented at the February 9, 2023 work session.

Mr. Johnson announced to the Board that he reviewed and tweaked the job description of the Planning position and job posting accordingly. His will request Director Courton to review and comment.

**16. Credit Applications**

None

**17. Approval of Invoices – Presented & reviewed by board.**

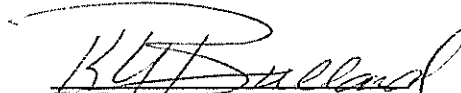
A motion to approve the presented invoices was made by Alderman Cates. Vice Mayor Wiggins seconded the motion. None opposed. The motion passed.

**20. Meeting Adjourned – A motion was made by Alderman Cates to adjourn the meeting.**

Date: January 19, 2022



H. Michael Brown, Mayor



K. Yvonne Bullard, City Recorder



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# Mayor & Board of Aldermen – Regular Meeting

## Meeting Minutes

December 15, 2022

Present: Mayor H. Michael Brown  
Vice Mayor Adrian Wiggins  
Aldermen Frank Cates, Debbie Hummel, Jeff Fisher & Ken 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**

All members present.

- 4. Approval of Agenda**

- 5. Reading and correction/Approval of Minutes of Regular Board**

Alderman Hummel reported a typo in the November 15, 2022, Special Call Meeting minutes. The correction was noted.

Alderman Cates made a motion to approve November 15, 2022, Special Call Meeting Minutes. The motion was seconded by Alderman Hummel. All in favor, none opposed. The motion passed.

Alderman Cates made a motion to approve November 17, 2022, Board Meeting Minutes. The motion was seconded by Alderman Sutton. All in favor, none opposed. The motion passed.

Alderman Cates made a motion to approve December 1, 2022, Special Call Meeting Minutes. The motion was seconded by Alderman Hummel. All in favor, none opposed. The motion passed.

- 6. Recognition of Service**

Mayor Brown recognized Hayes Loughlin, the Chairman of Oakland's Planning Board. In doing so, on behalf of the Oakland Planning Commission, Mr. Loughlin publicly thanked Alderman Frank Cates for his six years of volunteer service on the Planning Board.

- 7. Citizen's Comments**

Steve Laskoski – 110 Chestnut Ridge Dr. – He began in welcoming the newly elected board members to their role as leaders and thanked them for serving Oakland. He stated that Oakland is at a turning point, it can grow into a desired living community; or, withdraw into a residential suburban community with a limited commercial tax base; or worse become like Cordova and Germantown Parkway. It seems there is fear in facing the reality

of costly decisions to be made and no one wants to increase taxes. The best interest of Oakland lies in increasing taxes, rate and service fees to provide for the growth the town is facing.

Regardless of the past, it is your duty to take ownership and responsibility. Don't wait to deal with problems as was done in the past. Act wisely, quickly and decisively; this is the hard job you wanted.

#### **8. Communications from the Mayor**

None

#### **9. Communication from the Aldermen**

Alderman Cates – Inquired of tree cutting at Black Ankle Creek. Mr. Johnson stated he was aware of tree work on Cypress Creek in the county; and, Dennis Mullins noted there was clearing near Northwoods. Mayor Brown tasked Mr. Johnson with investigation on the situation and report the findings to the board.

Alderman Hummel – Expressed kudos to the Parks and Recreation Department for an excellent job with the Santa Village Workshop and the activities they had for the children.

Ms. Hummel announced she and Vice Mayor Wiggins attended the presentation ceremony of the Flag Retirement Box on December 1, 2022, at Oakland First Baptist. She acknowledged Aedan Livesay put a lot of work into the Eagle Scout project.

Alderman Sutton – Wished everyone a Merry Christmas and commended Parks and Recreation on the Santa Village Workshop.

Vice Mayor Wiggins – Acknowledged the citizens have elected the new board, with the opportunity to turn the page and start a new chapter in moving the town forward and putting the citizens first.

#### **10. Department Head Reports**

Parks Director Schmidt was asked by Mayor Brown to speak on the upcoming Christmas Parade. Director Schmidt stated the parade is scheduled to begin at 5pm, with a "Battle of the Bands" was scheduled for 4:15pm.

Chief Walls spoke on the new mass notification system "Text -My GOV". The system should be made available to the citizens by December 26, 2022. Once the system is online, it is a matter of getting the word out to the citizens and signed up for the service.

#### **11. Town Manager Report**

Nothing to report

#### **12. Consent Agenda**

**(A) Acknowledge Receipt of TDOT 2022 Multimodal Access Grant in the amount of \$1,076,823.65 for Highway 194 South Improvements**

**(B) Acknowledge Emergency Purchase Order for Fire Department Apparatus Repair in the amount of \$1,400.00**

A motion to approve the December 15, 2022 consent agenda was made by Vice Mayor Wiggins. The motion was seconded by Alderman Hummel. All in favor, none opposed. The consent agenda passed.

### 13. Old Business: Ordinance Second & Final Readings

#### Public Hearing:

**Ordinance 22-23: Re-Zoning 40.79 acres from B1 Neighborhood Commercial and R-2SF Medium-Density Single Family to a Planned Development (PD) Residential and Approving General Development Plans; located on Highway 194 at Riverdale Drive**

Mayor Brown opened the floor to public hearing:

- Pinky Dike (315 Terry Road) approached the Board, speaking in opposition of a proposed gate on a public roadway, questioning the legality. He suggested that unless the road is declared a private roadway and no taxpayer dollars are used to maintain them, the gate should not be allowed. He further stated, the gate(s) should be removed at any time the homeowners request the town to take over maintaining those roadways in the future (dedicating them back to the public). Mr. Dike was adamant, the developer should be held accountable in developing the subdivision roads to the town's specs.
- Bob Dalhoff of dt Design Studio representing the developer, Mr. Halle, stated that all conditions of the Planning Commission had been agreed upon for this development. He provided an overview of the development; the lots would be half-acre lots with 22% open space in the neighborhood, which, 55% of the homes are adjacent or fronting the open space; and, 73% exceed the minimum 12,000 square foot lots. Related to the gate, he stated the purpose was to deter shortcuts or thru traffic in and out of the neighborhoods. Mr. Dalhoff disclosed for emergency access purposes, the Fire Chief was consulted; he found no problem with the gate if the gate was siren activated.

Attorney Minor commented, at this time, the road in question has not been completed and accepted by the town, but, once it has been accepted it as a public road, the town would be obligated in maintaining it and a gate would not be permissible.

Alderman Hummel referenced a letter dated September 29, 2022 (provided to Board Members in their meeting packet) from Planning Director Ed Courton to the Planning Commission, stating he could not be in support of the gate due to equality. Alderman Hummel expressed opposition in allowing the proposed gate, concerned in setting a precedence.

Vice Mayor Wiggins reiterated the development was approved the Planning Board; and the Ordinance passed at its First Reading. He acknowledged that Fire Chief Walls had input; he requested to hear from the Police Chief Earl. Earl pointed out, a gate at the end of a public road was obviously not typical. He added that realistically "a cut through or short cuts", as it is being referred to tonight, can pose other problems such as speeding and traffic congestion in the neighborhood. He concluded that it is dependent in its designation, a public road where it is accessible to everyone, otherwise, the gate would keep people on the main throughfare.

Alderman Sutton stated he fully understands both sides and agrees with Alderman Hummel of her concern in setting a precedence. He also referred to Mr. Dike's point in, was the developer prepared and in agreement in developing the roads to the town's spec and willing to maintain the road while the gate is up?

Mr. Dalhoff was recognized, stating the developer was agreeable to roads meeting town spec. and maintaining them for as long as the gate is up.

Mayor Brown restated Mr. Dalhoff's position as, "this will be a public road and the developer (Halle) wants it maintained as a public road. The request presented to the board tonight is to put up the gate during the construction phase of this subdivision and remove it before dedicating it to the city".

Alderman Fisher asked for clarification in when the gate will be removed; at building completion of the first home or the last home?

Attorney Minor explained that upon the warranty expiration (after the final plat is recorded and including the application of the final coat of asphalt), the town's engineer will then determine whether the infrastructure and roads meets the standards to be dedicated to the town.

Chief Walls requested recognition. Addressing Mr. Dalhoff, Chief Walls requested clarification of the intent of the gate, a temporary or permanent structure? Mr. Dalhoff replied it had been presented to the Planning Commission as permanent, however, in his conversation with Mr. Halle today, they agreed to a temporary gate during the construction only.

Director Courton commended the developer in changing the proposed gate to temporary. However, he recommended two points of interest: (1) add specific language to the contract designating that Riverdale will be used during construction, (2) once the first home in that subdivision has a signed certificate of occupancy, the gate should be removed for the purpose of emergency access.

Mayor Brown declared the public hearing closed and requested a motion from the board.

A motion to approve the 2<sup>nd</sup> Reading of Ordinance 22-23 was made by Alderman Sutton, contingent to the following stipulations (staff recommendation): the proposed gate is temporary during the construction phase (to be removed), and the recommendations of Director Courton be added to the subdivision contract. Alderman Hummel seconded the motion. All in favor, none opposed. Ordinance 22-23 passed.

**14. Old Business: Consideration of Resolutions (Continued from November 17th)**

**A) Resolution 22-157: Authorizing a Change Order (2) with Wagner Construction for Oakland Sports Park; Utilizing Contract Contingency Funds in the amount of \$87,138.50 and time extension.**

A motion was made by Alderman Cates to hear Resolution 22-157.

A motion was made Vice Mayor Wiggins to accept Resolution 22-157 based recommendation. The motion was seconded by Alderman Sutton. Four (4) in favor, one (1) opposed. Yes votes= Wiggins, Sutton, Cates and Hummel. No = Fisher. Resolution 22-157 passed in a 4 to 1 decision.

**(B) Resolution 22-158: Authorizing application to State of Tennessee for conveyance to the Town of Oakland of surplus TDOT Right of Way, 194 North; Authorizing Mayor to execute Application and Agreement**

A motion was made by Alderman Fisher to hear Resolution 22-158.

A motion was made Alderman Hummel to reject Resolution 22-158. The motion was seconded by Alderman Sutton. All in favor, none opposed. Resolution 22-158 failed.

**(C) Resolution 22-161: Authorizing a Change Order on Purchase of Public Works Knuckle Boom Truck in the amount of \$3800.00; Fiscal Year 2023 Budget Solid Waste Fund**

A motion was made by Vice Mayor Wiggins to hear Resolution 22-161.

A motion was made Vice Mayor Wiggins to approve Resolution 22-161. The motion was seconded by Alderman Fisher. Three (3) in favor, two (2) opposed. Yes votes= Wiggins, Fisher, and Hummel. No = Sutton and Cates. Resolution 22-161 passed in a 3 to 2 decision.

Alderman Sutton stated his opposition is based on the Sourcewell Policy, stating the contractors who place their products on Sourcewell site are bound to the pricing listed.

**15. New Business – Ordinances -First Reading**

None

**16. Consideration of Resolutions**

**(A) Resolution 22-164 Authorizing Sole Sourcing Purchase from HOCH Company- Waste Water Treatment Plant in the amount of \$3124**

A motion to hear Resolution 22-164 was made by Alderman Fisher.

A motion to approve Resolution 22-164 was made by Alderman Sutton. The motion was seconded by Alderman Cates. All in favor, none opposed. Resolution 22-164 passed.

**17. Consideration of Business Items**

**(A) Review and Discussion of Wastewater Treatment Plant Renovation and Expansion Project Status Mr. Scott Daniels of J.R. Wauford Construction**

Mr. Daniels reported the design is moving forward. The preliminary approval from TDEC has been granted. Currently waiting on the GEOTECH report, which typically takes a month to receive; once received the structural design will begin. It was reiterated the project is a two (2) year construction plan with some noticeable relief in 18 months.

Mr. Johnson acknowledged there were many factors that may impact the bidding date April 2023, he questioned Mr. Daniels on that date. Mr. Daniels responded it will depend on how soon the soil report (GEOTECH) is received, if it lags into January, that will begin to push things. The work that can be done is underway, the last piece of the project is structural, again, pending on the soil report. He predicted spring to early summer starting the construction, on which, Mr. Johnson interjected his prediction of July to September, starting the 18-month period.

Mr. Johnson stated various numbers have been mentioned, he asked what is the current estimated project cost? Mr. Daniels responded, an estimate is done at the beginning of a project and will be done again when the design has been finalized. There has not been a current cost estimate done at this point, but a 6% increase is very likely.

**(B) Report on 2023 Special Census**

Mr. Johnson reported that Steve Laskowski will be heading up the Census project as a temporary Census Co-Ordinator. The Census information is scheduled to be delivered by mail the first week of January. The census will be available online at oaklandcensus.org. For those not responding, census takers & city employees will be sent door to door to gather the information from individual homes. A March 1<sup>st</sup> deadline must be met as well as a May 15<sup>th</sup> for the census to be official July 1, 2023. The cost is expected at about \$45k.

Mayor Brown stated the importance of this census in relation to the town. He asked that everyone to assist in getting the word out and to do their part in completing the forms and returning them timely.

Mr. Laskowski was recognized to speak. He stated, regarding the Census Budget, the more people who complete the forms and promptly return them, as well as those who complete their information online will drive the anticipated cost down, by eliminating the number of census takers knocking on doors. The most labor-intensive part will be knocking on doors.

**(C) Acknowledge receipt of Waste Connections Letter regarding Municipal Residential Solid Waste Contract**

Mr. Johnson presented to the board a letter from Waste Connections stating they believe their company is compliant with the contract in place.

Attorney Minor stated it is up to the Board to determine if they want to accept Waste Connection's stance as stated in the letter; or attempt to further negotiate with them; call in the performance bond terminating the contract.

No action was taken.

**(D) Acknowledge Letter of Waste Connections on Landfill Disposal Fee**

Mr. Johnson referenced a letter stating a 4.35% increase will become effective January 1, 2023. The increase will be absorbed by the town and will not be passed on to Oakland's citizens.

**(E) Consideration of Report on 75 Clay Street Office Renovations and Emergency Purchase**

Mr. Johnson reported the work was substantially complete, once the fiber connection is installed, the Finance Department can be moved into the space.

**(F) Authorizing Extension of Temporary Employment with Mr. Harvey Ellis**

Mr. Johnson requested consideration to extending the consulting services retainer with Mr. Ellis.

A motion was made by Alderman Fisher to retain Harvey Ellis and additional three (3) months at \$2,000.00 per month. The motion was seconded by Alderman Hummel. All in favor, none opposed. The motion passed.

**(G) Consideration of Recommendation on Appointment of Public Works Director**

Mr. Johnson recommended Matalee Hall to fill the vacant position of Public Works Director. A copy of the job offer letter was presented to the Board.

Alderman Sutton stated he had no issue in the hiring of Mr. Hall and acknowledged the Town Manager's authority in hiring employees and the head of departments as stated in the Town's Charter. He expressed concern in the chosen applicant(s) are brought to the Board for additional approval without participating in the interview and application process. Alderman Sutton conveyed his feeling, that the Board should have the authority to appoint the head of departments, allow department heads hire their employees and the Town Manager hire office staff. He communicated this may be something the Board wants to consider changing while reviewing the Charter.

Mr. Johnson stated a deliberate interview process, that includes a committee, has been put in place with the recommendation being brought to the board. If the Board interviews candidates, that makes it an "Open Meeting", which will cause individuals not to apply in a public meeting.

Alderman Fisher interjected that in the past applications and resumes were presented to the Board for review. Alderman Sutton reiterated he was uncomfortable in the Board being asked to vote on something without information to base a decision

Vice Mayor Wiggins agreed with Aldermen Fisher and Sutton, the Board should be supplied with applications, resumes or interview notes. Mr. Johnson referred to a letter of recommendation, presented in the Board packets. Alderman Sutton replied there were several people who were interviewed and for the Board to be comfortable in approving your recommendation, the Board needs their information to make the hire. Alderman Sutton asked the Board, their feelings in amending the Charter authorizing the Board to hire the Department Heads; all Board Members and Mayor agreed to establish a meeting, asap, and get it to the State Legislature for the upcoming work session.

Mr. Hall was asked to approach the podium; Mayor Brown inquired of questions the Board may have, which Alderman Sutton asked if the salary offered to Mr. Hall was that which is allotted in the current budget. Mr. Johnson replied to the question; the budgeted amount of \$60K was offered. Mr. Hall countered a higher salary. Further discussion they reached an agreeable amount of \$62,500. Alderman Sutton questioned the legal authority of the Town Manager to hire him at a salary that was more than the budgeted amount; Attorney Minor answered, it would require Board approval.



Mr. Johnson pointed out for the record, the offer letter stated "subject to Board approval, background check, physical and drug screening, as done with all employees. He has not been hired, only offered employment subject to these things being met. Again, those provisions apply to any employee of the city".

Vice Mayor Wiggins stated there is no documentation indicating the due diligence. The Board needs to be assured the town is getting quality employees and the Town Manager is doing what he's being paid to do. The fact is, the Board does not have adequate information to make an informed decision.

Mayor Brown asked the Board to decide on the salary amount for Mr. Hall. Vice Mayor Wiggins asked Mr. Johnson to confirm the funding for Mr. Hall (\$62,500) will not result a negative impact the Public Works budget, "the money is there?" Mr. Johnson responded "yes, in terms of this year's budget".

A motion was made Alderman Hummel to accept Mr. Hall's employment as recommended by Town Manager Johnson and the employment letter presented to the Board, with a salary of \$62,500. Vice Mayor Wiggins seconded the motion. A roll vote resulted: Cates and Fisher voting NO with Hummel, Sutton and Wiggins voting YES. The motion passed three (3) to two (2).

**(H) Consideration of 6-month Employee Pay Increase for Wastewater Director**

Mr. Johnson explained Mr. Coker was originally hired as a Grade 4 Plant Operator, with a salary of \$68,000. The Board, on June 28, 2022, made a motion Mr. Coker, upon a satisfactory probation period would receive a 5% increase, making his salary to \$71,400 as a Grade 4 Plant Operator. Within a month of his original hire date, he was promoted to Waste-water Director, due to the retirement of Director Ellis receiving no increase with the promotion.

With the 5% increase based on Mr. Coker's position of Plant Operator; a recommendation by Mr. Johnson was made to the Board to increase salary of Director Coker, centered on his performance in the Director's position, to \$72,800 - \$73,425.

A motion to move into an executive session was made by Alderman Sutton. The motion was seconded by Alderman Cates. Three (3) were in favor: Sutton, Cates and Fisher. One (1) opposed: Hummel and One (1) abstained: Vice Mayor Wiggins. The motion passed three (3) to two (2).

The regular meeting reconvened. Vice Mayor Wiggins made a motion to approve Director Coker's salary, as recommended by the Town Manager, to \$72,800. The motion was seconded by Alderman Hummel. All in favor, none opposed. The motion passed.

**(G) Report on Architect and Engineers**

Mr. Johnson presented a summary of all the consultants engaged with the town as of December 1, 2022.

**(H) Establishing Workshop Meeting Date**

The meeting scheduled for Thursday, January 12, 2023 at 6pm.



**18. Credit Applications**

None

**19. Approval of Invoices – Presented & reviewed by board.**

A motion to approve the presented invoices was made by Vice Mayor Sutton. The motion was seconded by Alderman Fisher. None opposed. The motion passed.

**20. Meeting Adjourned – A motion was made by Alderman Cates to adjourn the meeting.**

Date: December 15, 2022

H. Michael Brown, Mayor

K. Yvonne Bullard, City Recorder



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# Mayor & Board of Aldermen

## Special Call Meeting 7pm

### Meeting Minutes

December 1, 2022

Present: Mayor H. Michael Brown  
Vice-Mayor Ken Sutton  
Aldermen Frank Cates, Debbi Hummel, Jeff Fisher and Adrian Wiggins

#### **Prayer and Pledge of Allegiance to the American Flag**

- 1. Call to order by Mayor Brown**
- 2. Acknowledgement of November 8, 2022 Certified Election Results**
- 3. Swearing in of Newly Elected Officials by Judge McDaniel**

Alderman Frank Cates, Alderman Debbie Hummel and Alderman Adrian Wiggins

With the conclusion of the ceremony, Mayor Brown called the Special Call Meeting to order

- 4. Prayer & Pledge of Allegiance to the American Flag**
- 5. Establish Quorum – All present**
- 6. Comments of the Mayor and Board of Aldermen**

Mayor Brown announced 75 Clay Street emergency repairs have been made and the building is now open.

Vice Mayor Sutton welcomed the newly elected board members stating he looked forward to working with them.

Alderman Fisher extended a word of congratulations to each.

Alderman Cates congratulated Aldermen Hummel and Wiggins. Alderman Cates announced a ceremony of Flag Retirement Box would be held on December 11<sup>th</sup> at Oakland First Baptist, for anyone who would like to attend.

Alderman Hummel thanked all who afforded her the opportunity to serve as an alderman for the Town of Oakland and will work to move the town forward.

Alderman Wiggins thanked the voters and is anticipating good things in the future.

**7. New Business – Nominations**

**Election of Vice Mayor:**

Alderman Hummel nominated Alderman Wiggins for the position of Vice Mayor. No other nominations were made. All in favor, none opposed.

**Election of an Alderman to serve on the Oakland Planning Commission:**

Alderman Cates nominated Debbie Hummel to serve on the Oakland Planning Commission. No other nominations were made. All in favor, none opposed.

**Election of an Alderman to serve on the Oakland Parks and Recreation Board:**

Alderman Sutton nominated Adrian Wiggins to serve on the Oakland Parks and Recreation Board. No other nominations were made. All in favor, none opposed.

**8. Meeting Adjourned – Alderman Cates made a motion to adjourn.**

Date: December 1, 2022



H. Michael Brown, Mayor



K. Yvonne Bullard, City Recorder

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# Mayor & Board of Aldermen – Regular Meeting

## Meeting Minutes

November 17, 2022

Present: Mayor H. Michael Brown  
Vice-Mayor Ken Sutton  
Aldermen Frank Cates, Greg Duncan, Jeff Fisher & Todd Hahn

### **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**

A quorum was established.

#### **4. Approval of Agenda**

Town Manager, Mr. Johnson requested Resolution 22-157 to be deferred; and to add to the agenda consideration of duct cleaning service. Mayor Brown requested to add, consideration of name change to Cypress Creek Park. Mayor Brown called for a motion. Alderman Cates made a motion to accept the agenda as amended. Alderman Hahn seconded the motion. All were in favor, none opposed. The motion passed.

#### **5. Reading and correction/Approval of Minutes of Regular Board**

Alderman Cates made a motion to approve October 20, 2022, Board Meeting Minutes. The motion was seconded by Alderman Duncan. All in favor, none opposed. The motion passed.

Alderman Duncan made a motion to approve October 31, 2022, Board Meeting Minutes. The motion was seconded by Alderman Cates. All in favor, none opposed. The motion passed.

#### **6. Recognition of Service to Out-Going Alderman by Mayor Brown**

Alderman Greg Duncan and Alderman Todd Hahn

#### **7. Citizen's Comments**

Larry DeJournett- 705 Black Ankle Dr. – Expressed concern of the clear cutting that is taking place behind his subdivision, he requested that burn permits not be issued for burning behind their property line, due to public safety. During the last burn, his home filled with smoke, leading to an emergency room visit. Mr. DeJournett also stated builders are working on the weekends and requested the noise ordinance be enforced.

Fire Chief Walls stated he had met with the contractors advising them, the town had a zero-tolerance provision for Citizen Impact and burning near homes was not allowed.



Mayor Brown tasked Mr. Johnson to have a building inspector assigned to week-end duty to enforce the town ordinance; taking whatever steps necessary to uphold the noise ordinance. Mayor Brown asked this to be done over the next several months, reporting to the board when week-end duty has ceased.

#### **8. Communications from the Mayor**

Mayor Brown reported to Police Chief Earl of a contractor with heavy equipment on city streets, requesting him to have officers to be on the look-out, issuing citations accordingly.

#### **9. Communication from the Aldermen**

Alderman Cates – Recognized Boy Scout Aedan Livesay, a member of Troop 133. He is working on his Eagle Scout project; a Flag Retirement Box which will be located at Oakland First Baptist for the community.

Vice Mayor Sutton – Thanked Aldermen Hahn and Duncan for their service on the Board. He also recognized Debbie Hummel and Adrian Wiggins, announcing the “Swearing In” ceremony on December 1, 2022 encouraging citizens to attend.

Alderman Cates – Offered his thanks to Aldermen Hahn and Duncan for serving their community.

Alderman Hahn – Thanked everyone for allowing him the opportunity to serve on Oakland’s Board.

Alderman Duncan – Expressed his thanks to all the voters.

#### **10. Department Head Reports**

None

#### **11. Town Manager Report**

Mr. Johnson stated a virtual open house would be held at 6pm, Monday, December 05, 2022 related to the planning process of town’s major throughfare plan.

Mr. Johnson announced property taxes can now be paid online by clicking the link located on the town’s webpage.

Mr. Johnson reported the Building Codes internet and phone lines should be live this week, if not by Monday.

Alderman Cates asked when the Fayette County Clerks would be able to access the Clay Street office. Mr. Johnson explained the entrance floors required repairs, still waiting on quotes. Looking to have the building open within next two weeks.

#### **12. Consent Agenda**

Item A - Resolution 22-155 – Agreement with Chickasaw Electric for Cypress Creek Park Ballfield Lighting- \$4,525.

Item B - Acknowledge NPDES Permit #TN0077836, Oakland Wastewater Treatment Plant



A motion to approve the Nov 17, 2022 consent agenda was made by Vice Mayor Sutton. The motion was seconded by Alderman Hahn. All in favor, none opposed. The consent agenda passed.

**13. Old Business: Ordinance Second & Final Readings**

**Public Hearing:**

**(A) Ordinance 22-18: Amending the Fiscal Year 2022-2023 Annual Budget**

Mayor Brown opened the floor to public hearing; with no one stepping forward the public hearing was closed.

A motion to hear the 2<sup>nd</sup> Reading of Ordinance 22-18 was made by Vice Mayor Sutton.

A motion to approve the 2<sup>nd</sup> Reading of Ordinance 22-18 was made by Alderman Cates. Alderman Hahn seconded the motion. All in favor, none opposed. Ordinance 22-18 -2nd reading passed.

**Public Hearing:**

**(B) Ordinance 22-22: Rezone 7.64 Acres West of Highway 194 and North of Link View Dr. from Neighborhood Commercial District (B-1) to Low Density Residential (R-1)**

Mayor Brown opened the floor to public hearing; with no one stepping forward the public hearing was closed.

A motion to hear the 2<sup>nd</sup> Reading of Ordinance 22-22 was made by Alderman Cates.

A motion to approve the 2<sup>nd</sup> Reading of Ordinance 22-22 was made by Vice Mayor Sutton. Alderman Hahn seconded the motion. All in favor, none opposed. Ordinance 22-22 -2nd reading passed.

**14. Old Business:**

**(A) Resolution 22-143: Cross Creek Subdivision Phase 3: Approving "Development Agreement/Subdivision Contract" with Regency Homebuilders, LLC. (continued from October 20, 2022)**

A motion was made by Alderman Fisher to hear Resolution 22-143.

A motion was made Alderman Cates to approve Resolution 22-143 based on staff recommendation. The motion was seconded by Alderman Fisher. All in favor, none opposed. Resolution 22-143 passed.

**15. New Business – Ordinances -First Reading**

**(A) Ordinance 22-23: Rezoning 40.79 Acres from B-1 Neighborhood Commercial and R-25F Medium-Density Single Family to a Planned Development (PD) Residential and Approving General Development Plans; located on Highway 194 at Riverdale Drive; Establishing a Public Hearing Date of December 15, 2022**

A motion to hear the 1<sup>st</sup> Reading of Ordinance 22-23 was made by Alderman Hahn.

A motion to approve the 1<sup>st</sup> Reading of Ordinance 22-23 was made by Alderman Cates. The motion was seconded by Alderman Hahn. All in favor, none opposed. The 1<sup>st</sup> reading of Ordinance 22-23 passed.

**16. Consideration of Resolutions**

**(A) Resolution 22-156: Authorizing a Construction Contract Amendment with Fowler Paving in the amount of \$22,042.50 to base contract, Street Paving Program Fiscal Year 2022**

A motion to hear Resolution 22-156 was made by Alderman Cates.

A motion to approve Resolution 22-156 was made by Vice Mayor Sutton. The motion was seconded by Alderman Hahn. All in favor, none opposed. Resolution 22-156 passed.

**(B) Resolution 22-157: Authorizing a Contract change order with Wagner Construction for Oakland Sports Park**

Deferred until December 2022 regular meeting.

**(C) Resolution 22-158: Authorizing application to State of Tennessee for conveyance to the Town of Oakland of surplus TDOT Right of Way, 194 North; Authorizing Mayor to execute Application and Agreement**

A motion to hear Resolution 22-158 was made by Alderman Hahn.

A motion to table Resolution 22-158 was made by Alderman Cates. The motion was seconded by Alderman Hahn. Four in favor, one opposed. Yes votes = Cates, Hahn, Duncan, & Sutton. Opposed = Alderman Fisher. Resolution 22-158 was tabled.

**(D) Resolution 22-159: Authorizing an addendum to Hickory Withe Estates, Section 7, Subdivision Development Agreement, Highway 64 Sewer Bore**

A motion to hear Resolution 22-159 was made by Alderman Hahn.

A motion to pass Resolution 22-159 was made by Alderman Cates. The motion was seconded by Alderman Hahn. Four in favor, one opposed. Yes votes = Cates, Hahn, Duncan, & Sutton. Opposed = Alderman Fisher. Resolution 22-159 passed.

\*A five (5) minute recess was called by Mayor Brown. The meeting was called back to order by Mayor Brown; Alderman Fisher left during the recess and did not return for the remainder of the meeting.

**(E) Resolution 22-160: Amending the Village Park Phase 3 Subdivision Development Agreement dated September 6, 2022 for 103 lots to create separate agreements for a Phase 3 (57 lots) and Phase 4 (46 lots)**

A motion to hear Resolution 22-160 was made by Alderman Hahn.

A motion to approve Resolution 22-160 was made by Alderman Cates. The motion was seconded by Alderman Duncan. All in favor, none opposed. Resolution 22-160 passed.

**(F) Resolution 22-161: Authorizing a Change Order on Purchase of Public Works Knuckle Boom Truck in the amount of \$3800.00; Fiscal Year 2023 Budget Solid Waste Fund**

A motion to hear Resolution 22-161 was made by Alderman Cates.

A motion to table Resolution 22-161 was made by Alderman Cates. The motion was seconded by Vice Mayor Sutton. All in favor, none opposed. Resolution 22-161 table.

**(G) Resolution 22-162: Authorizing King Engineering Agreement for Subdivision Inspection Contract for Cross Creek Phase 3 Subdivision**

A motion to hear Resolution 22-162 was made by Alderman Hahn.

A motion to approve Resolution 22-162 was made by Alderman Cates. The motion was seconded by Alderman Hahn. Three (3) in favor, one (1) opposed. Yes votes = Cates, Hahn & Duncan. Opposed = Vice Mayor Sutton. Resolution 22-162 passed.

**(H) Consideration of Duct Cleaning Services for 75 Clay St and 170 Doss Circle – added to agenda**

Mr. Johnson informed the Board that during internet wiring project in the attic of townhall, he was made aware of a huge problem of dust and mold, it was also pointed out there were no air filters on the heating and air system on this building. In proceeding to get three (3) quotes, only one (1) was received from Ductman. located in Bartlett, for six thousand dollars (\$6,000); the quoted amount is for 170 Doss Circle and 75 Clay Street.

Vice Mayor Sutton stated he agrees that funds were budgeted for the Building Codes Department move to the annex building that is being rented and doesn't recall funds being allocated for work to be performed on the current code office (75 Clay St). Mr. Johnson estimated \$20 - \$25k in the Clay Street renovation.

A motion was made by Vice Mayor Sutton to move into an executive session. The motion was seconded by Alderman Cates. All in favor, none opposed.

The meeting was called back to order by Mayor Brown.

A motion was made by Vice Mayor Sutton to follow the advice of the Town Attorney (during the executive session) related to maintenance obligations of town owned property, located at 170 Doss Circle and 75 Clay Street. The motion was seconded by Alderman Cates. All in favor, none opposed. The motion passed.

**(I) Consideration to Change the Name of Cypress Creek Park**

The Mayor requested that the name of Cypress Creek Park, be changed to Cypress Creek Veteran's Park, in honoring our veteran's.

A motion to approve the name change was made by Alderman Hahn. The motion was seconded by Vice Mayor Sutton. All in favor, none opposed. The motion passed.

**17. Consideration of Business Items**

**(A) Report on 2023 Special Census**

Mr. Johnson presented the Board a state regulated timeline: the census must be complete for field verification by March 1, and submitted to the state by May 15, to be certified by July 1, 2023. He also reported the census was budgeted for \$40k, but an increase is anticipated.

**(B) 2022 Employee Holiday Bonus**

The Board determined the holiday bonuses be issued to the employees in the usual manner and time frame.

**(C) Establish Special Called Meeting Date of December 1, 2022**

A motion was made by Vice Mayor Sutton to approve Special Call Meeting date of December 1, 2022, for the purpose of swearing in the new alderpersons. The motion was seconded by Alderman Cates. All in favor, none opposed. The motion passed.

**18. Approval of Credit Applications**

None


**19. Approval of Invoices – Presented & reviewed by board.**


12 invoices were presented: All Over 45 days.

A motion to approve the presented invoices was made by Vice Mayor Sutton. The motion was seconded by Alderman Cates. None opposed. The motion passed.

**20. Meeting Adjourned – A motion was made by Alderman Cates to adjourn the meeting.**

Date: November 17, 2022

  
\_\_\_\_\_  
H. Michael Brown, Mayor

  
\_\_\_\_\_  
K. Yvonne Bullard, City Recorder