

Mayor & Board of Aldermen – Regular Meeting

Meeting Minutes

January 16, 2025

Present: Mayor Adrain Wiggins
Vice Mayor Cates
Aldermen Austin, Bailey and Hummel

Prayer and Pledge of Allegiance to the American Flag

1. Call to order by Mayor Wiggins

2. Establish Quorum

All present

3. Prayer & Pledge of Allegiance to the American Flag

4. Approval of Agenda

Town Manager Ellis requested a discussion item to be added, relating to “long term rental fees” of the town’s activity center.

Alderman Hummel made a motion to approve the agenda as amended. Alderman Campbell seconded the motion. All in favor, none opposed. The motion passed.

5. Reading and Correction/Approval of Minutes

December 19, 2024 – Regular Board Meeting Minutes

Alderman Bailey made a motion to approve the December 19, 2024 Regular Board Meeting Minutes. Alderman Austin seconded the motion. All in favor, none opposed. The motion passed.

6. Special Item:

Josh Lawhead of Burch, Porter & Johnson Law Firm (Memphis) explained the process of establishing an Industrial Development Board (IDB) in Oakland. Also, a *Letter of Engagement* was presented to the board for consideration, immediately following Mr. Lawhead’s presentation.

Step 1 – Formal creation of an Industrial Development Board (a Non-profit Corporation, a subdivision under the Town of Oakland)

The first step would be to have 3 duly qualified electors (homeowners, currently residing in Oakland and registered voter) to file an application with the Board of Mayor & Alderman (BMA) for the creation of an IDB. Once approved by the BMA, the application will be completed, signed, a certificate of corporation will be attached and forwarded to the Secretary of State of TN. Mr. Lawhead stated it is acceptable for members of the BMA to serve as Electors.

Step 2 - Establishing the IDB Board

Identify, select, and recruit, not fewer than 7 residents of Oakland to be on the Board of Directors. The board members must be a citizen of Oakland and cannot be a town employee or a member of other Town of Oakland boards.

Step 3 – Schedule the IDB’s first meeting

Determine board structure, set policies & procedures and fees that will be charged.

Mr. Lawhead provided an approximate cost of less than \$10,000k to get the IDB started.

Mayor Wiggins called for a motion. Alderman Campbell made a motion to retain Burch, Porter & Johnson under the terms of the “Letter of Engagement” dated January 8, 2025. Alderman Austin seconded the motion. All in favor, none opposed. The motion passed.

7. Citizen’s Comments

No one wished to speak

8. Communications from the Mayor

Mayor Wiggins extended kudos to the town’s good employees, department heads and to the board.

9. Communication from the Aldermen

Alderman Campbell – wished all a Happy New Year and stated it’s time to get busy.

Alderman Austin- stated, “let’s get 2025 going”.

Alderman Hummel –favorably commented on the performance of Oakland’s “flock cameras”.

Vice Mayor Cates – shared a post that he had read of solicitors knocking on doors at night. He asked that citizens be cautious and call the police in such instances.

10. Department Head Reports

Vice-Mayor Cates inquired of Water Director Armstrong, of the number of late notices and leaks reported. Mr. Armstrong confirmed the numbers were correct.

Alderman Austin expressed fire safety concerns of the backside of businesses obstructing egress, with emphasis on the Oakland Post office. Alderman Austin also inquired if Standard Operating Procedures (SOP) were in place for town disasters. Chief Walls acknowledged the

obstruction problems, stating that citing businesses will be the next step. As for town disasters, there are SOP specific to disaster events, and the town has a mutual aide agreement with nearby entities who will assist.

Chief Walls provided an update to the board related to the new siren; and, changing the weekly siren test day, from Saturday to Wednesday.

11. Town Manager Report

Town Manager Ellis referring to the March 2025 2-day TML Conference in Nashville, asked if there was any opposition for those board members that wish to attend, to do so. Vice Mayor Cates insisted that attendees must stay at the hotel which the conference has blocked rooms, to be reimbursed by the town; otherwise, "they need to pay their own way".

12. Old Business: Ordinances Second and Final Reading w/ Public Hearing

A. Ordinance 24-13 - AMEND CITY CODE OF ORDINANCES, TITLE 12 BUILDING AND UTILITY CODES, CHAPTER 1 STANDARD CODE ADOPTED

A motion to hear Ordinance 24-13 was made by Vice Mayor Cates. Alderman Bailey seconded the motion.

A Public Hearing was opened by Mayor Wiggins. With no one to speak, Mayor Wiggins closed the Public Hearing.

A motion to approve the 2nd Reading of Ordinance 24-13 was made by Alderman Campbell. Alderman Hummel seconded the motion. All in favor, none opposed. The 2nd Reading of Ordinance 24-13 passed.

13. New Business: Ordinances First Reading

A. None

14. Consideration of Resolutions: Old Business

A. None

15. Consideration of Resolutions: New Business

A. Resolution 25-01 – FIRE STATION #2 – REQUEST FOR PROPOSAL

A motion to hear Resolution 25-01 was made by Alderman Hummel.

A motion to approve Resolution 25-01 was made by Alderman Austin. Alderman Hummel seconded the motion. All in favor, none opposed. Resolution 25-01 passed.

B. Resolution 25-02 – MUNICIPAL AUDIT SERVICES - REQUEST FOR PROPOSAL

A motion to hear Resolution 25-02 was made by Vice Mayor Cates.

A motion to approve Resolution 25-02 was made by Alderman Bailey. Vice Mayor Cates seconded the motion. All in favor, none opposed. Resolution 25-02 passed.

16. Other Item of Business:

A. Discussion – Activity Center – “Long Term Rental”

Parks Director Weston asked if the board would entertain the idea of a reduced rate for any person or group who wish to rent the activity center for several hours, multiple times each month. The board agreed to take it up for further discussion during the next work session.

B. Establish Work-Session – February 6, 2025 @ 5pm

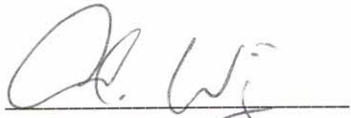
17. Approval of Invoices

None

18. Meeting Adjourned

Alderman Hummel made a motion to adjourn the meeting.

Date: January 16, 2025



Adrian Wiggins, Vice Mayor



K. Yvonne Bullard, City Recorder