

**Millersville Board of Commissioners
Regular Meeting Minutes**

**Tuesday, May 19, 2020 at 5:30 P.M.
Millersville Community Center, 1181 Louisville Highway**

The Millersville Board of Commissioners held their regular monthly meeting at the Millersville Community Center on Tuesday, May 19, 2020 with the following board members present: Tim Lassiter, Mayor; Keith Bell, Vice Mayor. Commissioners: Milton Dorris, David Gregory and Larry Petty. Also, present: City Manager/Recorder Holly Murphy, Assistant City Manager Dan Toole and Amy Hutchison, Recorder Pro Tem.

1. Call to Order.

Mayor Lassiter called the meeting to order at 5:30 P.M.

2. Invocation and Pledge to the Flag.

Assistant City Manager Dan Toole gave the invocation followed by the Pledge to the Flag of the United States led by Mayor Tim Lassiter.

Vice Mayor Bell moved to amend the agenda to add approval of Resolution 20-R-22, to amend the Policies and Procedures Manual for the Millersville Community Center, Playground and Parks' after Item Number 15 and to renumber the rest of the agenda items accordingly, seconded by Commissioner Petty. (Vote 5 yea – 0 nay.). Motion carried.

3. Approve the minutes from the April 21, 2020 Regular Commission Meeting.

Vice Mayor Bell moved to approve the minutes from the April 21, 2020 Regular Commission Meeting, seconded by Commissioner Gregory. (Vote 5 yea – 0 nay.). Motion carried.

4. Approve the minutes from the May 4, 2020 Special Commission Meeting.

Vice Mayor Bell moved to approve the minutes from the May 4, 2020 Special Commission Meeting, seconded by Commissioner Dorris. (Vote 5 yea – 0 nay.). Motion carried.

5. Acceptance of the April 2020 Financial Report.

Commissioner Gregory moved to accept the April 2020 Financial Report, seconded by Commissioner Petty. (Vote 5 yea – 0 nay.). Motion carried.

6. Presentation of the 2018-2019 Fiscal Year Audit Report for the year ending June 30, 2019 – Karen Stephens, CPA, Blankenship CPA Group.

Ms. Stephens gave an overview of the financial audit that is performed yearly by her firm for the City. She emphasized that it was a healthy year for the City.

7. Acceptance of the June 30, 2019 Financial/Audit Report.

Commissioner Petty made a motion to accept the June 30, 2019 Financial/Audit Report, seconded by Commissioner Dorris. (Vote 5 yea – 0 nay.). Motion carried.

8. PUBLIC HEARING:

A. Ordinance 20-741, an ordinance to prohibit the possession and consumption of alcoholic beverages on or in the premises of any property owned by the City.

1. Open Public Hearing.
Mayor Lassiter opened the Public Hearing on Ordinance 20-741. There were no comments.
2. Close Public Hearing.
Mayor Lassiter closed the Public Hearing on Ordinance 20-741.

B. Ordinance 20-742, an ordinance to amend the Millersville Code of Ordinances, Chapter 58 – Parks and Recreation.

1. Open Public Hearing.
Mayor Lassiter opened the Public Hearing on Ordinance 20-742. There were no comments.
2. Close Public Hearing.
Mayor Lassiter closed the Public Hearing on Ordinance 20-742.

9. Second Reading of Ordinance 20-740, an ordinance to provide for the election of four City Commissioners. (Passed 1st Reading 4/21/20).

Vice Mayor Bell moved to approve Ordinance 20-740 on second reading, seconded by Commissioner Gregory. (Vote 5 yea – 0 nay.). Motion carried. Ordinance 20-740 passed second and final reading.

10. Second Reading of Ordinance 20-741, an ordinance to prohibit the possession and consumption of alcoholic beverages on or in the premises of any property owned by the City. (Passed 1st Reading 4/21/20).

Vice Mayor Bell moved to approve Ordinance 20-741 on second reading, seconded by Commissioner Gregory. (Vote 5 yea – 0 nay.). Motion carried. Ordinance 20-741 passed second and final reading.

11. Second Reading of Ordinance 20-742, an ordinance to amend the Millersville Code of Ordinances, Chapter 58 – Parks and Recreation.

Vice Mayor Bell moved to approve Ordinance 20-742, seconded by Commissioner Gregory. (Vote 5 yea – 0 nay.). Motion carried. Ordinance 20-742 passed second and final reading.

12. First Reading of Ordinance 20-743, an ordinance to amend Ordinance 19-725, the 2019—2020 Fiscal Year Budget, as previously amended by Ordinances 19-730, 20-738 and 20-739, to reflect the actual revenue and expenses related to water damage at Fire Station 2.

Vice Mayor Bell moved to approve Ordinance 20-743 on first reading, seconded by Commissioner Petty. (Vote 5 yea – 0 nay.). Motion carried. Ordinance 20-743 passed first reading.

13. **First Reading of Ordinance 20-745**, an ordinance to rezone 1124 Louisville Highway, Lot 2, Sumner County Map 141, Parcel 71.00 from Residential R-5M to Commercial C-4.

Vice Mayor Bell moved to approve Ordinance 20-745 on first reading, seconded by Commissioner Petty. (Vote 5 yea – 0 nay.) Motion carried. Ordinance 20-745 passed first reading.

14. Review and take action on Change Order No. 7 & 8 from Boger Construction for the City Hall Expansion Project.

Vice Mayor Bell moved to approve Change Order No. 7 & 8 from Boger Construction for the City Hall Expansion Project, seconded by Commissioner Dorris.

Brian Whitaker and Craig Clark of OHM gave an explanation of the change orders. Change Order No. 7 is for a change in utilities per WHUD requiring the installation of a back-flow preventer which is required for all commercial properties. Change Order No. 8 is for a fire wall that is required between the old building and the newly constructed building.

Following a brief discussion, Mayor Lassiter called for a vote. (Vote 5 yea – 0 nay.) Motion carried.

15. Approve the Mayor's appointment of a city commissioner and a citizen to serve on the Millersville Towing Authority and schedule a date for the first meeting.

Mayor Lassiter confirmed his appointments of Commissioner Dorris, Deborah Chadwick and City Manager Holly Murphy's designee, Dan Toole for the Millersville Towing Authority. Ms. Chadwick will be contacted to set a date for the first meeting.

Vice Mayor Bell moved to approve the appointments of Commissioner Dorris, Deborah Chadwick and Assistant City Manager, Dan Toole to the Millersville Towing Authority, seconded by Commissioner Petty. (Vote 5 yea – 0 nay.) Motion carried.

16. Approve Resolution 20-R-22, to amend the Policies and Procedures Manual for the Millersville Community Center, Playground and Parks.

Vice Mayor Bell moved to approve Resolution 20-R-22, seconded by Commissioner Petty.

Ms. Murphy explained that herself, Dan Toole and Melissa Clark, library manager all worked together to revise the manual as some of the wording needed to be easier to read and understand. The library also requested to have the policy of no cash, only checks, money orders and credit/debit cards for payment of deposits and rentals of the community center.

With no further discussion, Mayor Lassiter called for a vote. (Vote 5 yea – 0 nay.) Motion carried.

17. Citizen comments. (Limited to 3 minutes per speaker).

There were no comments.

18. City Manager comments.

A. Dan Toole, Asst. City Manager – stated that he had received a phone call from a property owner from within city limits that is interested in possible development of different properties within the city. There are no formal plans yet but the property owner sounds positive for some type of development. He also met, along with Andrew Pieri, a representative of a realtor looking to purchase land for possible residential development.

B. Holly Murphy, City Manager – advised that the next work session will be on June 1st. The Sewer Rate Study will be presented via Zoom at the work session if that is ok with the Commission, to which the Commission agreed. A printed formalized summary is available at

City Hall for each Commissioner. She stated that although there was not a loss for the June 30, 2019 audit, the study was required for the previous two years loss. She advised that there will be an increase in rates. Ms. Murphy addressed the Zoning Ordinance and stated that Andrew Pieri has made changes that were requested but she forgot to advertise for the Public Hearing. She advised that there will be a Special Meeting after the next Work Session on June 1st for the Public Hearing and Second Reading. She stated the Police Department had completed their SOP's and she has sent them to the attorney for review and she will forward to the Commissioners once approved. She let the Commissioners know that she has a Continuing Budget Resolution ready in the case that the 2020-2021 Budget is not ready by the June meeting. She confirmed to the Commission that the Clean-Up Day will be on Saturday, June 20th. She provided a copy of an email from our City Judge, William Johnson asking if the Commission would like to contribute to a one-time scholarship provided by the Tennessee Municipal Judges Conference honoring our previous City Judge, John Lowe. T-shirts are being sold to raise money or a flat donation could be given. Each Commissioner pledged to donate one-hundred dollars.

19. Commissioner comments.

Commissioner Gregory inquired about money that the City will receive from the Covid-19 stimulus (\$180,000) to which Ms. Murphy explained that those monies must be applied for and specifically allocated. It will be on the next fiscal year's budget. He also asked about street paving to which Ms. Murphy stated that she is waiting on the Public Works Director for a prioritization list of the streets needing paving. Ms. Murphy stated that because oil prices are so low, it needs to be re-bid. Mayor Lassiter asked if street paving will be happening in this fiscal year. To which Ms. Murphy stated that it probably won't happen this fiscal year and due to low oil prices, we need to rebid and the monies will roll over into the next fiscal year. Mayor Lassiter advised to have all streets bid and we can pick which ones need it the most from there.

Commissioner Dorris asked about the de-annexation of the Fultz property on Liebengood Road. Ms. Murphy advised that the City of Ridgetop approved their annexation of the property and she would be in touch with the Mayor of Ridgetop regarding the coordination of the de-annexation and annexation to be completed at the same time.

Commissioner Petty asked if the new water line on Old Shiloh Road had to do with the new bridge. Mayor Lassiter stated that they have been working on the water line for quite some time and it may have had to be adjusted due to the construction of the bridge. Finally, Mayor Lassiter advised that the deadline for the CDL license testing is in seventeen days.

Ms. Murphy had one last thing for the Commissioners regarding the re-opening of City Hall. She emailed the guidelines to the Commissioners. The City will reopen per guidelines of the Governor of Tennessee.

20. Adjournment.

**Vice Mayor Bell moved to adjourn, seconded by Commissioner Dorris.
(Vote 5 yea- 0 nay.). Motion carried.**

Meeting adjourned at 7:03 P.M.

Respectfully submitted,

Amy Hutchison
Recorder Pro Tem

