

**TOWN OF DANDRIDGE, TENNESSEE
BOARD OF MAYOR AND ALDERMEN
Regular Meeting
13 December 2016**

I. PUBLIC HEARING

- On Premise Beer Permit Request – Douglas William Stair, Piezanos, 115 W.Hwy.25/70 (Food City Shopping Center)

No comments

II. CALL TO ORDER

- A. The Dandridge Board of Mayor and Aldermen (BMA) met in a regular session at the Dandridge Police Department/Public Works Building in Dandridge, Tennessee on Tuesday, the 13th day of December 2016.
- B. Mayor GEORGE GANTTE was present and presiding. Mayor GANTTE called the meeting to order immediately following the Beer Board Meeting.

III. ROLL CALL

- A. A roll call of the BMA was conducted by Town Recorder Cathy Dixon, with the following members responding:
 - Mayor GEORGE GANTTE
 - Vice-Mayor MIKE NELSON
 - Alderman MIKE CHAMBERS
 - Alderman JEFF DEPEW
 - Alderman JESSICA ELDER
 - Alderman TODD KESTERSON
 - Alderman MARIANNE REESE

- B. A quorum being present, the following business was conducted and entered on the record:

The Pledge and Invocation was led by DWMF Superintendent Mike Norton.

IV. READING OF THE MINUTES

It came on a motion by Alderman CHAMBERS, seconded by Vice-Mayor NELSON, to approve the Regular Session minutes of the October 11, 2016 meeting as written.

On a voice vote, the motion passed unanimously, and was so ordered.

V. PUBLIC PRESENTATIONS

- Dan Noe, 1229 Piatt Lane – concerned with the current water situation within the Town. Asking the Town to take responsibility for the water problem (rusty water in areas since the KUB connection) and solving such problem. Mayor Gantte has asked the DWMF Superintendent to look at two solutions, one a short-term solution, and a long-term proposal. DWMF Superintendent Mike Norton responded that quite a bit has already been done to try and solve the problem. Mr. Norton reported that progress is being shown in areas where water has been flushed, but little progress being seen in areas where little flushing is being done. Town Administrator Melissa Peagler reported that in the short term, a meeting with KUB has been requested to partner with the Town in an education program to citizens about the water in order to get feedback on where problems are located. Will also ask KUB to partner with the Town on finding a long-term solution to the problem. The

Town's engineer has been asked to look at the situation in order to determine costs to replace certain cast iron water lines. The situation is being taken very seriously. The Town was not aware that there would be such water issues in connecting with KUB. Ice pigging will be conducted on December 16th to assist with cleaning out some galvanized piping.

- Pete Martin, Farmers Market Representative –

2015 Statistics	Total Sales	\$37,133.60
	Averaged 9.26 vendors	
2016 Statistics	Total Sales	\$37,296.00
	Averaged 6.8 vendors	
	Sponsorships	\$1,250.00
	Vendor Membership Fees	\$ 400.00
	Vendor Fees	<u>\$1,393.00</u>
	TOTAL INCOME	\$3,043.00
	Porta Potties	\$ 595.00
	Sponsorship Banner	\$ 155.00
	Advertising	\$1,004.00
	Market Manager	\$ 170.00
	Miscellaneous Expense	<u>\$ 50.00</u>
	TOTAL EXPENSES	\$1,974.00
	Balance	\$1,069.00

VI. PRESENTATION OF PETITIONS, MEMORIALS, REMONSTRANCES, AND COMMUNICATIONS

None presented.

VII. BUSINESS PRESENTED BY THE MAYOR

- DCSI Water Agreement

Mayor Gantte reported that an agreement has been made with DCSI for final payment on the KUB water line extension contract. This item will need to be placed on the agenda for approval.

It came on a motion by Vice-Mayor NELSON, seconded by Alderman KESTERSON, to suspend the rules and add the above item to the agenda.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Vice-Mayor NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Alderman KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

- Appointment of Vice-Mayor

It came on a motion by Alderman DEPEW, to nominate Todd Kesterson for Vice-Mayor.

On a voice vote, the motion passed unanimously, and was so ordered.

VIII. FINANCIAL REPORT BY THE TOWN RECORDER

<u>Bank Balance:</u>	<u>BMA Acct:</u>	\$1,142,784.76	<u>Drug Fund Balance:</u>	\$ 43,637.17
	<u>Money Market Balance:</u>	\$ -0-	<u>DVFD Balance:</u>	\$250,913.48

IX. CONSENT AGENDA

- **Resolution No.16/17-13** Support for the National Park Service
- Parade/Road Closure Approval – DVFD Annual Christmas Parade, Saturday, December 17th, line up begins at 12:00, Parade at 1:00
- Parade Permit Approval – CJEF (Citizens for Justice Equality and Fairness) MLK Parade, Monday, January 16, 2017, 10:45 a.m.-4:30 p.m. (from the Dike to the Courthouse)

It came on a motion by Alderman CHAMBERS, seconded by Alderman DEPEW, to approve all items within the consent agenda.

On a voice vote, the motion passed unanimously, and was so ordered.

X. PRESENTATION OF ORDINANCES AND RESOLUTIONS

- First Reading of **Ordinance No.16/17-07** Amending the Zoning Map of the Town of Dandridge from a R-1 (Low Density Residential) District to a B-2 (General Commercial) District (Hwy 92 S, Map 68, Group C, Parcel 26 / First Baptist Church)

It came on a motion by Alderman NELSON, seconded by Alderman ELDER, to approve Ordinance No.16/17-07 on first reading.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	ABSTAINS		

On a roll call vote, the motion passed unanimously (with Vice-Mayor KESTERSON abstaining), and was so ordered.

- First Reading of **Ordinance No.16/17-08** To Create a Municipal Inspection Fee

It came on a motion by Alderman DEPEW, seconded by Alderman CHAMBERS, to approve Ordinance No.16/17-08 on first reading.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

- **Resolution No.16/17-12** Authorizing the Town of Dandridge to Participate in the Pool’s Property Conservation Matching Grant Program

Matching grant for DWMF, up to \$8,000, \$4,000 from Town & \$4,000 grant money, to be utilized for security around water tanks (fencing).

It came on a motion by Vice-Mayor KESTERSON, seconded by Alderman CHAMBERS, to approve Resolution No.16/17-12.

On a voice vote, the motion passed unanimously, and was so ordered.

XI. OLD BUSINESS

None presented.

XII. NEW BUSINESS

- DCSI Water Agreement

Total final settlement to contractor (penalties for overruns, retainage) = \$169,000.

It came on a motion by Alderman NELSON, seconded by Alderman CHAMBERS, to authorize the Mayor to sign any settlement/release documents to conclude all issues between the Town/DWMF and Contractor.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

- RFP Approval – Design-Build Fishing Pier & Boat Slips on Douglas Lake

<i>One bid received:</i>	<i>Total Base Bid</i>	<i>Total Bid Option No.1</i>	<i>Total Base Bid + Bid Option No.1</i>
<i>Dock It, LLC</i>	<u><i>\$80,000.00</i></u>	<u><i>\$335,000.00</i></u>	<u><i>\$415,000.00</i></u>

Project will be funded via occupancy tax revenues (approx. \$120,000 via occupancy tax funds and remaining via bonds/loan agreement, 5-7 year loan)

It came on a motion by Alderman NELSON, seconded by Alderman DEPEW, to enter into negotiations with Dock It to make changes to the final dock design.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

- Grant Contract Approval – Department of Agriculture (TN Agricultural Enhancement Program Agricultural Growth Initiative/Farmers Market Promotion & Retail Grant) - \$1,000 grant, 100% contracted

It came on a motion by Vice-Mayor KESTERSON, seconded by Alderman ELDER, to approve the grant contract.

On a voice vote, the motion passed unanimously, and was so ordered.

- DVFD Grant Contract Approval – Department of Agriculture (Cooperative Forestry Assistance Grant) - \$6,000 grant, 50/50 match

Funds will be used to purchase additional radios. The DVFD match will be utilized via donation fund account.

It came on a motion by Alderman CHAMBERS, seconded by Vice-Mayor KESTERSON, to accept the grant contract.

On a voice vote, the motion passed unanimously, and was so ordered.

- DWMF Drought Management Plan

It came on a motion by Alderman CHAMBERS, seconded by Alderman ELDER, to accept the plan.

On a voice vote, the motion passed unanimously, and was so ordered.

- Dandridge Police Department Off Duty Employment Policy

It came on a motion by Vice-Mayor KESTERSON, seconded by Alderman CHAMBERS, to approve the policy.

On a voice vote, the motion passed unanimously, and was so ordered.

- Approval to Contract Bands for Music on the Town

It came on a motion by Alderman DEPEW, seconded by Alderman REESE, to grant the ability to go ahead and book bands for seven events for the upcoming year

On a voice vote, the motion passed unanimously, and was so ordered.

- Approval to Contract Event Production for the Scots Irish Festival

It came on a motion by Alderman CHAMBERS, seconded by Alderman DEPEW, to contract with Clay Patterson at a cost of \$5,000 for event production/coordination/organization.

On a voice vote, the motion passed 6-1, with Alderman NELSON voting NO, and was so ordered.

- Approval to Amend the DVFD Budget to Appropriate Funds from the Donation Account to Purchase Turnout & Wildland Fire Gear

*\$10,000 for additional turn-out gear.
\$6,000 for 10 sets of wildland fire gear.*

It came on a motion by Alderman NELSON, seconded by Alderman REESE, to purchase the additional turn-out gear with funds from the donation account. The purchase of wildland fire gear will be further discussed at the next regular scheduled meeting.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

- Commission Appointments
 - Historic Planning Commission (Cecil Franklin – Term expired 12/31/16, will continue to serve)
 - Historic Planning Commission BMA Representative (Jeff Depew will continue to serve)
 - Regional Planning Commission (Jessie Elder – Term expired 12/1/16, replaced by Lou Willoughby)
 - Regional Planning Commission BMA Representative (Mike Nelson will continue to serve)
 - Park Committee BMA Representative (Jessie Elder)
 - Recreation Board BMA Representative (Jessie Elder)

It came on a motion by Alderman CHAMBERS, seconded by Vice-Mayor KESTERSON, to accept the above appointments as presented by the Mayor.

On a voice vote, the motion passed unanimously, and was so ordered.

- Employees Christmas Holiday Work Schedule

It came on a motion by Alderman DEPEW, seconded by Alderman ELDER, to designate Friday, December 23, 2016 as an additional holiday for employees.

On a voice vote, the motion passed unanimously, and was so ordered.

- Bank Account Signature Cards

It came on a motion by Alderman CHAMBERS, seconded by Vice-Mayor KESTERSON, to suspend the rules and add the above item to the agenda.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

It came on a motion by Alderman NELSON, seconded by Alderman REESE, to remove MIKE NELSON from all bank signature cards with the Town of Dandridge, DVFD, & DWMF and to add TODD KESTERSON to all the signature cards.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

- Reminder - Employee Christmas Lunch, Thursday, December 22nd, 12:00 at FODAC
- Town Administrator Contract Review/Approval

The Town Administrator's annual evaluation was reviewed and discussed.

The Mayor had met previously with the Town Administrator to review and address the high marks, concerns, comments, compliments.

- *TA will arrive to work by 8:00 a.m.*
- *Mayor will be informed the week before any vacation time is to be taken.*
- *Mayor will be informed by 8:00 a.m. via text when taking a sick day.*
- *Utilize a dry erase board/communication indicating time out – time in and whereabouts during the work day.*
- *Salary to increase 2.5%.*
- *Six month evaluations within an annual contract (further salary determination also to be reviewed at this time).*
- *Unsatisfactory performance at 6-month evaluation, terminate without penalty (no severance during 6 months).*
- *Improved performance at 6-month evaluation, 60-day severance will be re-instated with a 30-day notice.*

A draft contract will be written via BMA input and given to the Mayor to further discuss with the TA before being approved.

XIII. MISCELLANEOUS

Chris Shockley, Recreation Director reported that McSpadden Inc. has inspected the HVAC area at the FODAC. A temporary plan has been devised to try and eliminate water entrance issues.

XIV. RECESS

It came on a motion by Alderman DEPEW, seconded by Alderman CHAMBERS, that the meeting of December 13, 2016 be recessed until Thursday, December 22, 2016 at 2:00 p.m. for further discussion/negotiation of the Town Administrator's contract.

On a voice vote, the motion passed unanimously, and was so ordered.

XV. RE-CALL TO ORDER

Mayor GEORGE GANTTE was present and presiding. Mayor GANTTE re-called the meeting to order.

XVI. ROLL CALL

A. A roll call of the BMA was conducted by Town Recorder Cathy Dixon, with the following members responding:

- Mayor GEORGE GANTTE
- Vice-Mayor MIKE NELSON
- Alderman MIKE CHAMBERS
- Alderman JEFF DEPEW
- Alderman JESSICA ELDER
- Alderman TODD KESTERSON
- Alderman MARIANNE REESE

B. A quorum being present, the following business was conducted and entered on the record:

XVII. NEW BUSINESS

- Town Administrator Contract Review/Approval

Mayor Gantte distributed a copy of the Town Administrator's contract as prepared by the Town Attorney. Mayor Gantte and Vice-Mayor Kesterson had met with the Town Administrator on December 21st to review the contract.

- *TA requests that contract end in September instead of December.*
 - *BMA recommends a year and a half contract (January 2017 – June 2018), with a six-month evaluation. Contract will then continue for the remaining year upon a successful review of 3 or higher.*
 - *BMA can terminate contract within 6-months with no notice and a 30-day severance.*
 - *Contract can terminate after 6-months with no notice and a 60-day severance.*
 - *Sick leave will accrue and be used per the Town's Personnel Handbook.*
 - *TA will accrue 18 days of Annual Leave.*
 - *The TA time sheets will be approved/signed by either the Mayor and/or Vice-Mayor.*
- *TA requests base salary increase to approximately \$70,000-64,000.*
 - *BMA recommends 2.5% increase (\$59,718.91) for the first 6-months of the contract.*
 - *BMA also recommends an additional salary increase with a successful 6-month review based on an average of overall review scores. (ex: overall rating of 3 = 3% increase, rating of 4 = 4% increase, rating of 5 = 5% increase)*
 - *Evaluations will continue every six-months (semi-annually) with salary negotiations only within an annual contract.*
- *TA requests comp time for after-hours work time*
 - *BMA recommends the TA contract be for a 40-hour work week with any hours over being designated as comp time earned (straight hour) and taken within the calendar year earned. A 30-minute lunch time will not be considered part of the work day.*
 - *The TA will be required to attend the following mandatory meetings as part of the contract:*
 - *BMA Work Session*
 - *BMA*
 - *Historic Planning Commission*
 - *Regional Planning Commission*
 - *Parks & Recreation Meetings*
- *TA requests travel hours be considered as worked hours when traveling out of town after normal work hours.*
 - *BMA recommends travel time as regular work time (not comp time earned) unless during weekend or holiday hours or as approved by BMA.*
- *TA requests a \$1,500 bonus per goals met as set by BMA.*
 - *BMA recommends that goals would be accomplished per job/contract as reflected through salary compensation.*

It came on a motion by Alderman NELSON, seconded by Alderman CHAMBERS, to approve the contract as discussed above with the provision that the Mayor has the authority to sign by the end of the month on behalf of the BMA with agreement with the Town Administrator. The Mayor can provide further negotiations with the Town Administrator that does not alter financial compensation.

A roll call was asked for and the BMA responded as follows:

Alderman CHAMBERS	AYE	Alderman NELSON	AYE
Alderman DEPEW	AYE	Alderman REESE	AYE
Alderman ELDER	AYE	Mayor GANTTE	AYE
Vice-Mayor KESTERSON	AYE		

On a roll call vote, the motion passed unanimously, and was so ordered.

XVIII. ADJOURNMENT

It came on a motion by Vice-Mayor KESTERSON, seconded by Alderman NELSON, that the meeting of December 13, 2016 (re-convened December 22, 2016) be adjourned.

On a voice vote, the motion passed unanimously, and was so ordered.

George Gantte, Mayor

ATTEST:

Cathy Dixon, Town Recorder
MINUTES-BMA-121316