

MINUTES

March 10, 2015

The Winchester City Council met in a regular session on Tuesday, March 10, 2015, beginning with a public hearing at 6:00 p.m. The purpose of the public hearing was the third & final reading of Ordinance #974, amending Zoning Ord. #506, to rezone the former FCHS property located on Dinah Shore Boulevard to C-2, highway service district from R-1, low-density residential district.

Present and participating were: Mayor Terry Harrell, presiding; Beth Rhoton, City Administrator; Judy Baker, City Recorder; Greg O'Neal, City Attorney; various Department Heads; news media; and the following Council members:

Present: Councilman Snead
Councilwoman McDowell
Councilman Hart
Councilman Spencer
Councilman Womack

Absent: None

Mayor Harrell called the meeting to order with a prayer by Councilman Snead and the Pledge of Allegiance by Councilman Wayne Hart.

Mayor Harrell opened the public hearing for any comments on Ordinance #974, as described above. No one spoke for or against the ordinance and the public hearing was adjourned.

The regular Council meeting began immediately after the close of the public hearing.

Under addresses, presentations and/or requests, Michael Mann, on behalf of the Franklin County Soccer Association, requested approval for remainder of payments for field work and field expansion in the amount of \$4,750.00, contingent upon contractor finishing and correcting the projects. Motion to approve this request for payment was made by Councilman Spencer, seconded by Councilman Womack, and all voted in favor of said motion.

Next, Michael Mann, on behalf of the Franklin County Soccer Association, requested the commencement in building the planned concession stand project for the soccer fields with allocated funds left over in the amount of \$46,000.00 from the Soccer Association and the Rotary. Recreation Manager Darrell Jolley explained that the concession stands have been redesigned and made smaller in order to have enough money from the allocated funds to have them built. Mr. Jolley further reported that the two bathrooms will be bigger with four stalls in each bathroom. Mr. Jolley also stated that once completed there will be four completion fields in the Soccer Complex. Motion for approval was made by Councilwoman McDowell, seconded by Councilman Hart, and all

voted in favor of said motion.

First under unfinished business, the reading of the minutes of the February 10, 2015, regular Council meeting was dispensed and approved on a motion by Councilman Snead, seconded by Councilman Spencer, and all voted in favor of said motion.

Next, the Council approved the third and final reading of Ordinance #974, amending Zoning Ordinance #506, to rezone three parcels of property on the site of the old Franklin County High School on Dinah Shore Boulevard and owned by Franklin County Government. These parcels of property are identified as Property Map 065L, Group A, Parcels 001.00, 001.01, and 001.02 are being rezoned to C-2, highway service district, from the current dual classifications of R-2, medium density residential and C-2, highway service districts. Motion to approve was made by Councilman Hart, seconded by Councilman Womack, and the motion passed unanimously by the following roll call vote:

Ayes: Councilman Snead
Councilwoman McDowell
Councilman Hart
Councilman Spencer
Councilman Womack

Nays: None

Last under unfinished business, City Administrator Rhoton requested to rescind all three (3) of the previously approved and signed utility contracts with AT&T, Comcast, and Winchester Utilities for the future TDOT project for utilities that will take place on both sides of City Hall on First Avenue, and to approve the new contract only with AT&T that TDOT is allowed to pay in the amount of 11,274.61. She stated that it was brought to our attention by Mr. Steve Langford, a TDOT employee, that in approving the plans as they went through TDOT, they denied any reimbursement to any utility companies and quoted a law that the city was not aware of. She stated that although the utilities had been reimbursed on some earlier grants, a meeting was held with AT&T, Comcast, and Winchester Utilities and TDOT employee Mr. Langford explaining to them that the grant would not allow for any reimbursements. Motion to rescind three previously approved and signed contracts (with AT&T, Comcast & Winchester Utilities) and to approve the new agreement with TDOT to reimburse only AT&T for \$11,274.61. Motion to approve was made by Councilman Spencer, seconded by Councilman Hart, and all voted in favor of said motion.

In the first order of new business, City Administrator Rhoton informed the Council that the Affordable Care Act is setting requirements for different employers to be in place for January 2016. Because the City of Winchester has more than fifty (50) employees, we will be required to start reporting monthly to the government data on

our employees. Mrs. Rhoton explained that this new requirement could have made us need to hire another employee due to the extra work load, but software has been found that should help us with this reporting. She explained there are two software companies that we could use. One company is Five Point, who actually works with other municipalities and governments and are up and running, but they have a large fee connected in using them. We contacted our local insurance company and they told us about their contractor, the IBA Company. The IBA Company is not currently in this business but they are in the process to begin doing this. She stated that the dilemma the City has is that we need a software to interface with our Local Government software so we're not doing a lot of data entry, the software would automatically retract the information and tally the reports so we can send the reports into the IRS. She informed the Council that with the IBA Company, the cost would be incurred by our insurance company and it would not be a cost the City of Winchester. Mrs. Rhoton stated the Finance Company had met and reviewed this issue and their recommendation is to go with IBA, but added that she and Finance Director Luttrell wanted an April 1st deadline to have us up and running because we will already be three months behind. This is a new requirement that many people are not aware of. Mrs. Rhoton stated that she had received an email today from IBA saying they do not anticipate any problems in meeting the April 1, 2016 deadline. She does not have anything from the software company yet as the meeting with the company doesn't take place until Thursday. Mrs. Rhoton stated that in order to start reporting in January 2016, we have to have data from twelve months prior to that date and the longer we wait the more back entries will have to be done and that is the urgency. Motion for approval of the new healthcare software was made by Councilman Spencer, seconded by Councilwoman McDowell, and all voted in favor of said motion.

Next, Park Manager Darrell Jolley presented the only bid received for a floating boat dock fishing pier and access walkway for the City Park Campground and said bid is listed below:

Wahoo Docks/Dockscapes, Inc. \$12,600.00

Mr. Jolley stated this bid met all specifications and he recommended approved of the bid. Motion for approval of the only bid by Wahoo Docks/Dockscapes Inc. was made by Councilman Womack, seconded by Councilman Spencer, and all voted in favor of said motion.

Next, City Administrator Rhoton requested approval of the City's 2013/2014 audit from our accountants, Clark, Knies and Crenshaw, PLLC. Mrs. Rhoton stated that Council approval was needed for our accountants to send this audit to the State of Tennessee as required.

Motion for approval was made by Councilman Hart, seconded by Councilman Spencer and all voted in favor of said motion.

Last under new business, City Administrator Rhoton presented the first reading of Purchasing Policy Ordinance #975. Mrs. Rhoton explained that our purchasing policy, which is summarized and included in our Personnel Policy, is required to be in ordinance form according to our City Charter. She further explained that the only change being made to the purchasing policy in use is that currently the City Administrator only has a \$5,000.00 limit for day to day operations and anything over that amount needed to be purchase has been required to come in front of the City Council for approval. Mrs. Rhoton added this has worked okay up until now but it's making it more difficult to handle the day to day operations when the price of gravel, mosquito spray, etc. now costs more than \$5,000.00. This means having to wait to bring this purchase before the Council for approval or buy a less amount of product to stay in the \$5,000.00 range. After talking to the auditors, Mrs. Rhoton is asking her approval limit increase from the current \$5,000.00 limit for day to day and operations up to \$10,000.00. This increase will allow the City Administrator to handle necessary purchases without having to wait until a Council meeting for Council to approval of payment for those needed items. Mrs. Rhoton explained that this increase would not apply to capital outlay items which will still come in front of the Council even if it's less than \$10,000.00. The updated purchasing policy Ordinance #775 will be summarized and included with the next update to the Personnel Policy. Motion for approval of increasing the limit of \$5,000.00 up to \$10,000.00 for the day to day and operations increase was made by Councilman Spencer, seconded by Councilman Hart, and the motion passed unanimously by the following roll call vote:

Ayes: Councilman Snead
Councilwoman McDowell
Councilman Hart
Councilman Spencer
Councilman Womack

Nays: None

Under City Administrator reports, communications, and updates, Mrs. Rhoton had nothing to report.

Under Council and Departmental reports, communications, and updates, Councilwoman McDowell said let's welcome in Spring and spend some money in Winchester; Councilman Hart complimented the city's employees and said he really appreciated them for doing such a great job and putting in so many hours during the recent days of bad winter snow, sleet and ice storms, and he knows the city appreciates them as well; Councilman Womack urged everyone to spend money locally to keep our tax

dollars in the City and to help keep our tax rate down.

Under his communications, Mayor Harrell echoed Councilman Hart's comments on how well our employees worked under the extreme winter weather conditions and stated that he had received many good comments from the public on how the City handled the weather situation last week and the Mayor thanked everyone involved. Mayor Harrell then scheduled a work session for the City Council for Tuesday, March 17, 2015, beginning at 6:00 p.m. in the City Hall Annex building.

With no further business to be brought before the Council, the meeting adjourned on a motion by Councilwoman Hart, seconded by Councilman Spencer, and all voted in favor of said motion.

City of Winchester's website is:

www.winchester-tn.com

and the

International Dogwood Festival website is:

www.winchesterdogwoodfestival.com

Terry Harrell, Mayor
City of Winchester

Attest:

Beth Rhoton, City Administrator

Minutes taken and typed by: Judy Baker

Date of Meeting: March 10, 2015