

**REGULARLY SCHEDULED BOARD MEETING  
BOARD OF MAYOR AND ALDERMEN  
CITY OF MEDINA, TENNESSEE  
MINUTES  
Monday, February 3, 2020  
6:00 PM**

- **CALL TO ORDER**

Mayor Coleman called the meeting to order and determined a quorum. Present were Kevin Painter, Scottie Betts, Frank Baker, and Sam Gilley.
- **OPENING CEREMONIES**
  - A. Invocation was given by Sam Gilley.
  - B. Pledge of Allegiance was led by Scottie Betts.
  - C. Mayor Coleman welcomed everyone in attendance.
- **APPROVAL OF MINUTES FROM REGULAR SCHEDULED MEETING January 6, 2020**

Alderman Painter made motion to approve minutes of January 6, 2020. Alderman Betts seconded the motion. Motion passed 3-0. 1 abstain- Sam Gilley not present.
- **APPROVAL OF AGENDA for February 3, 2020**

Alderman Painter made motion to approve agenda for February 3, 2020 with the amendment to add Audit Review to agenda. Alderman Betts seconded the motion. Motion passed 4-0.
- **Audit Review**

Auditors of Cowart Reese, Chloe Humphreys and Joey Jeter presented the 2018-2019 audit report to the Board. They reported the city was in a fine financial situation. They reviewed the 5 findings in the report. They reviewed internal control policies, overtime authorization, fuel accountability, PO preauthorization, and purchasing policy. There was discussion on these issues and recommendations on how to correct these issues. It was also requested to review purchasing policy and update as needed.
- **REPORTS**
  - A. Parks and Recreation / Public Works-

Mike Hutcherson reported sod installation on T-ball field and field maintenance being completed as well as net repairs completed. He has commitment to cut down a tree in the amount of \$1250 in which he has funds in his budget for. He reported street department is trimming trees, filling areas with dirt where needed, and new storm drain grates in place. He discussed pricing on the material and electrical for lean-to attachment to Public Works building. They have completed all changes as per OSHA report.

He discussed a recommendation from the Park Advisory Board to charge travel ball teams an annual fee for field practice usage. Fee amount was discussed by Alderman Baker and Alderman Betts. Alderman Gilley made motion to charge travel ball teams an annual fee of \$120. Alderman Betts seconded the motion. Motion passed 4-0.

Alderman Painter discussed a coke machine installation at the Community Park pavilion. Mike was asked to get information on a slab installed to provide space for machine.

B. Fire Chief-

Jeff Rollins noted that the 2019 grant is now open. The fire department had 6 runs for January- 3 city and 3 county with 10 EMR runs. He noted they have two new members and 6 firemen have completed leadership training. Alderman Painter noted appreciation to the Fire Department for the sponsor of Jr. Firefighters. The students are excited for this opportunity.

C. Police Chief-

Jason Oliver reported 480 calls for service, 157 citations for 177 violations, and 494 camera citations for the month of January. Alderman Painter asked for in the need of increased staff to run an advertisement for openings on Facebook and newspaper this next month. Chief Oliver addressed the board on the police audit findings. Alderman Betts asked for breakdown of calls. He also asked about vehicle signage. Board and Mayor expressed appreciation for the police department with Mayor noting there were some things per audit that could be done better and he was confident they would be done.

D. Building Inspector-

Matt Brown reported 3 building permits and 3 plumbing permits for the month of January. He presented an issue on East Foster of house with large amount of junk outside. City attorney will review the sent documentation and formulate a letter to be sent to renter and owner.

E. Recorder/Treasurer-

- F. Kim Gilley noted that the city had received two cardboard payments and currently the second site has not been put in place at the old Medina Elementary School site. She noted that City of Medina is working on a submission to the Hometown Makeover Grant which is due Friday, 7<sup>th</sup> of February. She also noted the city will work on a cyber attach computer training for the staff. She reviewed the concrete bid received for installing concrete in the public works building and lean-to area beside building. The low and only bid received was from Yandell Construction in the amount of \$31,700. Alderman Betts made motion to approve the bid of \$31,700 to be taken from non-budget funds of 1/3 general fund, 1/3 street fund, and 1/3 solid waste fund. Alderman Gilley seconded the motion. Motion passed 4-0. Alderman Betts made motion to purchase materials for lean-to in the amount of \$9998 to be taken non-budget from all three funds, general, street aid, and solid, equally. Alderman Baker seconded the motion. Motion passed 4-0. Alderman Baker made motion to approve \$1500 for electrical costs for the lean-to to be taken non-budget from all three funds, general, street aid, and solid, equally. Alderman Gilley seconded the motion. Motion passed 4-0.

She also reviewed the city's loan account for Middle School Street. The unpaid principal is \$211,110 and the interest paid last year was \$11,345. She felt it would be in City's best interest to work to clearing this debt off the books by paying at least ½ half of the principal this year and review next year to do the same to clear this debt and minimize the interest paid. Alderman Painter asked for an amortization of this potential payment to review next month and making decision next month based on that information.

- **CITIZENS INPUT**

Mr. Tommy Betts voiced concern of obligating use of fields for organized sports with no provision for property tax residents to use the fields for family use.

- **BOARD MEMBERS AND MAYOR REPORTS AND CONCERNS**

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|---------------|---|
| Kevin Painter | Reviewed the request of updating the 1999 purchasing policy. Adding overtime slips to timesheet submissions, and advertise for need of police officers. |
| Scottie Betts | Asked if all employees in the depts. falls under police and fire policies. He facial hair and he discussed take home vehicles.                          |
| Frank Baker   | None  |
| Sam Gilley    | He asked for consideration of the Bridge Plan for employees in TCRS to better provide an employee benefits.   |
| Mayor Coleman | Thanked everyone for their service.   |

- **ADJOURNMENT**

**Respectfully Submitted:**

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**Vance Coleman, Mayor**

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**Kim Gilley, City Recorder**