

**COOKEVILLE CITY COUNCIL  
REGULAR MEETING  
JANUARY 20, 2022  
5:30 PM**

The Cookeville City Council met in regular session on Thursday, January 20, 2022, at 5:30 p.m., in the Municipal Building, 45 E. Broad Street.

**CALL TO ORDER AND ROLL CALL**

Mayor Ricky Shelton called the meeting to order. Present and answering roll call were:

Councilman Mark Miller:	present
Mayor Ricky Shelton:	present
Councilman Eric Walker:	absent
Vice-Mayor Laurin Wheaton:	present
Councilman Charles Womack:	present

Also present: James Mills, City Manager, Darian Coons, City Clerk and Dan Rader, City Attorney.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Mayor Ricky Shelton gave the invocation and led the Pledge of Allegiance.

**CONSIDER APPROVAL OF AGENDA AS PRESENTED**

Vice-Mayor Laurin Wheaton made a motion to approve the agenda as presented. The motion was seconded by Councilman Mark Miller. Upon call for a vote, the motion carried with the following voting:

Councilman Mark Miller:	aye
Mayor Ricky Shelton:	aye
Councilman Eric Walker:	absent
Vice-Mayor Laurin Wheaton:	aye
Councilman Charles Womack:	aye

**APPOINTMENTS, PROCLAMATIONS, PRESENTATIONS OR AWARDS**

**Mayoral appointment of Special Judge to serve in absence of City Judge.**

Additional information: Appendix 4A

Mayor Ricky Shelton appointed Dana Looper as Special Judge to serve in the absence of the City Judge for a term expiring July 1, 2023.

**OLD BUSINESS**

**Consider approval of minutes of council meeting held on December 16, 2021.**

Councilman Mark Miller made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Vice-Mayor Laurin Wheaton. Upon call for a vote, the motion carried with the following voting:

Councilman Mark Miller:	aye
Mayor Ricky Shelton:	aye
Councilman Eric Walker:	absent
Vice-Mayor Laurin Wheaton:	aye
Councilman Charles Womack:	aye

**CONSENT AGENDA**

**Consider correction to clerical error on agenda item and minutes from 7/15/21 meeting; purchase approval of three (3) administrative vehicles for Police Department – CPD.**

Additional information: Appendix 6A

This item corrects clerical errors presented at the 7/15/21 City Council meeting, authorizing the purchase of three (3) administrative vehicles, actual cost totaling \$81,897.08.

**Consider awarding bid for twenty-five (25) 60' Steel Poles – Electric.**

Additional information: Appendix 6B

**Consider awarding bid for one (1) Highway Message Board – Electric.**

Additional information: Appendix 6C

**Consider awarding bid for one (1) 2500 Kva Pad Transformer – Electric.**

Additional information: Appendix 6D

**Consider awarding bid for twelve (12) 50 Kva Con Transformers - Electric.**

Additional information: Appendix 6E

**Consider awarding bid for ten thousand (10,000) feet of 4/0 URD Primary Cable – Electric.**

Additional information: Appendix 6F

**Consider awarding bid for twenty (20) 14' Decorative Poles – Electric.**

Additional information: Appendix 6G

**Set a date (2/17/22) for a Public Hearing on the Annual Progress Report on the Plans of Services for the following annexation areas: Old Bridge Road / Falling Water River Area; Buck Mountain Road / Dry Valley Road Area; East Highway 70N/Interstate 40 Area; West Cookeville / Interstate Area; Shag Rag Road Area; Rebecca Place / Bunker Hill Road Area; Bunker Hill Road / Lovelady Area; Freehill Road / North Washington Avenue Area; South Willow Avenue Area; Bennett Road Extension Area; Old Stewart Road Area; Hall - Bennett Road Area; and Mackie Road Area - Planning Department.**

Additional information: Appendix 6H

**Consider authorizing the City Manager to enter into an agreement with Mack Construction for the Cane Creek Park Culvert Widening Project – Leisure Services Department.**

Additional information: Appendix 6I

The City Council approved the bid for this project at the December 2, 2021 meeting, but the action did not include the language to allow the City Manager to sign an agreement. Approval of this item will authorize the City Manager to sign the agreement in the amount of \$85,400.

Vice-Mayor Laurin Wheaton made a motion to approve the consent agenda as recommended. The motion was seconded by Councilman Mark Miller. Upon call for a vote, the motion carried with the following voting:

Councilman Mark Miller:	aye
Mayor Ricky Shelton:	aye
Councilman Eric Walker:	absent
Vice-Mayor Laurin Wheaton:	aye
Councilman Charles Womack:	aye

**NEW BUSINESS - PUBLIC HEARINGS AND ACTION ITEMS**

**Consider formation of joint committee with TTU to determine design of gateway signage.**

Additional information: Appendix 7A

The City Council and City Manager discussed that either of the two basic designs presented by TTU at the 1-18-22 work session were acceptable with minor changes, and that forming a committee was not necessary.

Mayor Ricky Shelton made a motion to authorize City Manager James Mills to work with TTU on a final design for the gateway signage. The motion was seconded by Vice-Mayor Laurin Wheaton. Upon call for a vote, the motion carried with the following voting:

Councilman Mark Miller:	aye
Mayor Ricky Shelton:	aye
Councilman Eric Walker:	absent
Vice-Mayor Laurin Wheaton:	aye
Councilman Charles Womack:	aye

**CITIZENS REQUEST FOR HEARING BEFORE CITY COUNCIL**

No comments.

**HEARING FROM OFFICERS, COUNCILMEN AND CITY MANAGER**

No comments.


**MAYOR'S COMMENTS**

No comments.

**ADJOURNMENT**

There being no further business, Mayor Ricky Shelton declared the meeting adjourned at 5:38 p.m.

ATTEST:

  
Darian Coons, City Clerk

  
Ricky Shelton - Mayor

MAYOR RICKY SHELTON  
**COOKEVILLE**  
T E N N E S S E E

MEMORANDUM

TO: City Manager, James Mills  
Cc: Cookeville City Council

FROM: Mayor, Ricky Shelton 

DATE: January 13, 2022

RE: Appointment, Special Judge

Effective immediately, I am appointing Dana Looper as Special Judge to serve in the absence of City Judge, Joy Buck Gothard. This appointment will fulfill the term of City Judge through July, 2023.

# Administrative Vehicles

- Request to purchase a (2) Pre-owned Vehicles from Ford of Cookeville
  - 2017 Ford Escape = \$22,146.72 ~~(\$22,746.72)~~
  - 2018 Ford Escape = \$20,351.36
- Request to purchase Ford SUV from the State Wide Contract = \$39,399.00 ~~(\$39,339)~~
- Total Cost = \$81,897.08 ~~(\$79,497.08)~~
- Budgeted items- Drug Fund

CITY OF COOKEVILLE  
ELECTRIC DEPT.  
BID TABULATION SCHEDULE  
BID NOTICE # 21112401

APPENDIX 6B

DATE OF BID OPENING: 1-10-2022  
 BIDS OPENED BY: Glenn Greenwood  
 BIDS WITNESSED BY: Sara Kruszka  
 DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	60' CL-1 STEEL POLE								
Stuart Irby		\$ 4,418.00								
Gresco		\$110,450.00								
		\$ 4,282.00								
		\$107,050.00								

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Gresco  
 BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

Creech  
 RECOMMENDED DEPT. HEAD

[Signature]  
 APPROVAL: CITY MANAGER

CITY OF COOKEVILLE  
ELECTRIC DEPT.  
BID TABULATION SCHEDULE

APPENDIX 6C

BIDDERS	Highway Message Board										
	QTY	1									
BUY BOARD LOCAL GOVERNMENT PURCHASING CONTRACT THROUGH K & K SYSTEMS BUY BOARD CONTRACT #608-20		\$14,411.03									

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM K & K SYSTEMS THROUGH BUY BOARD PURCHASING CONTRACT

  
RECOMMENDED: DEPT. HEAD

  
APPROVAL: CITY MANAGER



CITY OF COOKEVILLE  
 ELECTRIC DEPT.  
 BID TABULATION SCHEDULE  
 BID NOTICE # 21120601

APPENDIX 6D

DATE OF BID OPENING: 1-10-2022  
 BIDS OPENED BY: Glenn Greenwood  
 BIDS WITNESSED BY: Sara Kruszka  
 DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	2500 Kva Pad Transformer	evaluated cost						
Gresco (WEG)		\$ 61,665.00	\$112,358.00						
Gresco (Cooper)		\$ 59,690.00	\$107,568.00						
Wesco		\$ 64,395.00	\$113,377.00						
Power Supply		\$ 59,005.00	\$109,299.00						
Deco		\$ 51,151.00	\$98,162.00						

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Deco  
 BE AWARDED FOR THE FOLLOWING REASON: low evaluated bid meeting specs.

*Cara Jones*  
 RECOMMENDED: DEPT. HEAD

*James Mills*  
 APPROVAL: CITY MANAGER

**CITY OF COOKEVILLE**  
**ELECTRIC DEPT.**  
**BID TABULATION SCHEDULE**  
**BID NOTICE # 21111601**

**APPENDIX 6E**

**DATE OF BID OPENING:** 11-30-2021  
**BIDS OPENED BY:** Glenn Greenwood  
**BIDS WITNESSED BY:** Sara Kruszka  
**DEPARTMENT:** Electric

**TIME:** 2:00 PM CST

BIDDERS	QTY	50 Kva Con Transformers 12	evaluated cost						
Wesco		\$ 3,012.75	\$ 4,276.00						
Stuart Irby		\$ 3,370.00	\$ 4,724.00						
Deco		\$ 1,546.60	\$ 2,629.00						
Border States		\$ 1,732.00	\$ 2,819.00						
		\$ 20,784.00							

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Deco

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

C. Edwards  
 RECOMMENDED: DEPT. HEAD

James Mills  
 APPROVAL: CITY MANAGER

CITY OF COOKEVILLE  
ELECTRIC DEPT.  
BID TABULATION SCHEDULE  
BID NOTICE # 21111801

APPENDIX 6F

DATE OF BID OPENING: 12-2-2021 TIME: 2:00 PM CST  
 BIDS OPENED BY: Glenn Greenwood  
 BIDS WITNESSED BY: Sara Kruszka  
 DEPARTMENT: Electric

BIDDERS	QTY	4/0 URD Primary Cable 10,000							
Stuart Irby		\$ 3.29							
		\$ 32,900.00							
Wesco		\$ 5.99							
		\$ 59,900.00							

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Stuart Irby

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

Crest  
RECOMMENDED: DEPT. HEAD

James Mills  
APPROVAL: CITY MANAGER

CITY OF COOKEVILLE  
ELECTRIC DEPT.  
BID TABULATION SCHEDULE  
BID NOTICE # 21120901

**APPENDIX 6G**

**APPENDIX 6G**

**DATE OF BID OPENING:** 1-10-2022  
**BIDS OPENED BY:** Glenn Greenwood  
**BIDS WITNESSED BY:** Sara Kruszka  
**DEPARTMENT:** Electric

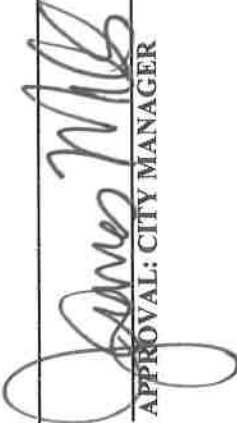
**TIME:** 2:30 PM CST

BIDDERS	QTY	14' Decorative Pole							
Stuart Irby		20	\$ 2,628.00						
Border States			\$ 52,560.00						
			\$ 2,798.00						
			\$ 55,960.00						

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Stuart Irby

BE AWARDED FOR THE FOLLOWING REASON: low bid meeting specs.

  
 RECOMMENDED: DEPT. HEAD

  
 APPROVAL: CITY MANAGER

**NOTICE OF PUBLIC HEARING  
CITY OF COOKEVILLE  
ANNUAL PROGRESS REPORTS  
PLANS OF SERVICES FOR ANNEXATION AREAS**

Notice is hereby given that the Cookeville City Council will hold a Public Hearing at its meeting on Thursday, February 17, 2022 at 5:30 p.m. The purpose of this Hearing is to present Annual Progress Reports on the status of extending services to areas annexed by the City of Cookeville as specified in the Plans of Services for each of the annexed areas. All interested citizens are invited to participate. The Progress Reports for these annexation areas are as follows:

**ANNUAL PROGRESS REPORT  
PLANS OF SERVICES**

*Tennessee Code Annotated*, Section 6-51-108 requires that annual reports be prepared and published on the progress of extending the services to annexed areas as specified in the Plans of Services. The areas annexed by the City of Cookeville requiring annual progress reports are as follows:

**OLD BRIDGE ROAD/FALLING WATER RIVER AREA, R00-03-10, effective June 15, 2000  
BUCK MOUNTAIN ROAD/DRY VALLEY ROAD AREA, R00-03-11, effective July 19, 2000  
EAST HIGHWAY 70N/INTERSTATE 40 AREA, R00-09-24, effective January 7, 2001  
WEST COOKEVILLE/INTERSTATE 40 AREA, R02-06-11, effective August 8, 2002  
SHAG RAG ROAD AREA, R06-02-01, effective March 18, 2006  
REBECCA PLACE/BUNKER HILL ROAD AREA, R06-11-23, effective January 21, 2007  
BUNKER HILL ROAD/LOVELADY ROAD AREA, R07-06-06, effective September 2, 2007  
FREEHILL ROAD/NORTH WASHINGTON AVENUE AREA, R09-08-11, effective October 17, 2009  
SOUTH WILLOW AVENUE AREA, R11-11-20, effective January 15, 2012  
BENNETT ROAD EXTENSION AREA, R12-10-10, effective January 17, 2013  
OLD STEWART ROAD AREA, R14-02-06, effective June 8, 2014  
HALL-BENNETT ROAD AREA, R14-08-15, effective October 19, 2014  
MACKIE FARM ANNEXATION AREA, R18-03-03, effective June 9, 2018**

The Plans of Services for these areas each address the following services: police protection, fire protection, water service, sanitary sewer service, solid waste collection and disposal, street maintenance, street name signs, planning and zoning, inspection services, electrical service, street lighting, recreational facilities, and natural gas service. According to the Directors of the applicable City Departments, the following progress has been made toward extending the services specified in the Plans of Services for the above Annexation Areas:

OLD BRIDGE ROAD/FALLING WATER RIVER AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits. Construction of sanitary sewer improvements for part of this area (111 parcels) was completed in 2015. In 2018, sewer service was extended to nine (9) parcels on Boyd Farris Road.

BUCK MOUNTAIN ROAD/DRY VALLEY ROAD AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits.

EAST HIGHWAY 70N/INTERSTATE 40 AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits. Two phases of public sewer installation have been completed serving approximately 165 parcels. A third phase of sewer expansion was approved in September 2021 that will add an additional seven (7) parcels to sanitary sewer.

WEST COOKEVILLE/INTERSTATE 40 AREA

Services have been provided to this area as specified in the Plan of Services with the exception of water service, sanitary sewer, street lighting, and electric service. The Plan of Services specifies that water service will be provided within five (5) years after the city acquires the service areas, that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits, and that street lighting and electric service will be provided within one (1) year after the city acquires the service area. Electric service and street lighting have been provided to approximately 98% of the area. The Cookeville Electric Department is working with UCEMC to complete electric service within the area. The

installation of electric, gas, water and sewer service in the Highlands Business Park was completed in 2012/2013. All water customers in this annexation area have been acquired and now receive water from the City of Cookeville. An engineering contract has been approved to design sewer improvements starting at I-40 and going to the north and west, which will service some of the area.

#### SHAG RAG ROAD AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits.

#### REBECCA PLACE/BUNKER HILL ROAD AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer. The Plan of Services specifies that sanitary sewer will be provided within 20 years after the effective date of annexation. Sanitary sewer service has been provided to two (2) parcels in the Rebecca Place Subdivision.

#### BUNKER HILL ROAD/LOVELADY ROAD AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer. The Plan of Services specifies that sanitary sewer will be provided within 20 years after the effective date of annexation.

#### FREE HILL ROAD/NORTH WASHINGTON AVENUE AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer improvements. The Plan of Services specifies that sanitary sewer will be provided within 25 years after the effective date of annexation.

#### SOUTH WILLOW AVENUE AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer service. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits. Sanitary sewer has been provided to 13 parcels in this area.

#### BENNETT ROAD EXTENSION AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer service. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits. A sanitary sewer line, under Interstate 40, which is required to provide service north of the Interstate, was completed in 2016. In 2018 a low-pressure sewer system was installed which provided sewer service to 79 tracts along Highway 70 and adjacent roads. An engineering contract has been approved to design sewer improvements starting at I-40 and going to the north and west, which will service some of the area.

#### OLD STEWART ROAD AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer service. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits. As a part of the I-40 Interchange project, a sewer line was installed along Tennessee Avenue (formerly Bennett Road) serving five (5) parcels and eliminated the pump station that served Academy Sports.

#### HALL-BENNETT ROAD AREA

All services have been provided to this area as specified in the Plan of Services with the exception of sanitary sewer service. The Plan of Services specifies that sanitary sewer will be provided based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits.

#### MACKIE FARM ANNEXATION AREA

All services have been provided to this area as specified in the Plan of Services with the exception of water service for fire protection, sanitary sewer service and street lighting. The Plan of Services specifies that improvements to provide fire hydrants necessary to provide fire protection to the area are to be completed within five (5) years after the effective date of annexation. The Plan of Services specifies that sanitary sewer will be provided when economically feasible and based upon the same criteria, standards and policies used to determine the expansion of sanitary sewer service in the unserved portions of the present corporate limits. Cookeville Electric Department is continuing to work with UCEMC for the completion of the installation of street lighting.

Jon Ward  
Planning Director

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Agenda Item – Consent

**Consider authorizing City Manager to enter into an agreement with Mack Construction for the Cane Creek Park Culvert Widening project. SPONSOR – Rick Woods**

Council approved the bid for this project at their December 2, 2021 meeting, but the action did not include the language to allow the City Manager to sign an agreement. If approved this action will authorize Mr. Mills to sign the contract. The total contract amount is \$85,400.