

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
MARCH 19, 2020
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, March 19, 2020, at 5:30 p.m., in the Municipal Building, 45 East Broad Street. Mayor Shelton gave the invocation, and led the audience in the Pledge of Allegiance. Mayor Shelton then called the meeting to order and asked the City Clerk to call the roll. Present and answering roll call were:

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

Also present: James Mills, City Manager; Cathy McClain, City Clerk and Dan Rader, City Attorney.

In an effort to practice safe distance (due to COVID-19) only 4 members of the Council sat on the bench – Mayor Shelton announced the motion.

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

Councilman Womack made a motion, seconded by Vice-Mayor Wheaton, to approve the agenda as submitted. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

APPOINTMENTS, PROCLAMATIONS, PRESENTATIONS OR AWARDS:

No business to consider.

OLD BUSINESS:

**CONSIDER APPROVAL OF
MINUTES OF COUNCIL
MEETING HELD ON
MARCH 5TH & 12TH, 2020**

Councilman Walker made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Councilman Womack. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
MARCH 19, 2020

CONSENT AGENDA:

CONSIDER AWARDING BID
FOR LAWN CARE SERVICES
FOR ANIMAL SHELTER &
HIGHLANDS PARK MEDIAN –
PUBLIC WORKS DEPT.

CITY OF COOKEVILLE
BID TABULATION RECORD
LAWN CARE SERVICES ANIMAL SHELTER & HIGHLANDS PARK MEDIAN

DEPARTMENT: Public Works
BIDS OPENED BY: Greg Brown
OPENING WITNESSED BY: Blake Herron

DATE OF BID OPENING: March 12, 2020
TIME OF BID OPENING: 2:00 PM

BIDDERS	ANIMAL SHELTER		HIGHLANDS PARK		MULCHING ONE TIME YEARLY BID AMOUNT
	MOWING / TRIMMING EVERY TWO WEEKS BID AMOUNT PER VISIT	WEED CONTROL THREE TIMES YEARLY BID AMOUNT PER VISIT	SHRUB MAINTENANCE ONE TIME YEARLY BID AMOUNT		
BAYS MAINTENANCE	\$310.00	\$550.00	\$650.00	\$800.00	\$3,600.00

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM

BAYS MAINTENANCE CO.

BE AWARDED FOR THE FOLLOWING REASON:

GOOD BID

RECOMMENDED BY:  DEPT. DIRECTOR

APPROVAL:  FINANCE DIRECTOR

CONSIDER AWARDING BID
FOR LAWN CARE SERVICES
FOR WATER QUALITY
CONTROL DEPARTMENT

CITY OF COOKEVILLE
DEPARTMENT OF WATER QUALITY CONTROL
BID FOR LAWN MAINTENANCE FOR LIFT STATIONS, TANK SITES, AND DEPARTMENTAL FACILITY/HILLSIDE IN ADDITION TO YARD REPAIR

DATE OF BID OPENING: 12-Mar-20
BIDS OPENED BY: Greg Brown
BIDS WITNESS BY: Blake Herron, Jeremiah Williams and Kyle Anderson

TIME: 2:00 P.M.

BIDDERS	Mowing/Trimming		Weed Control		Departmental Facility		Departmental Hillside		Yard Work Repair	
	Every Two Weeks Bid Amount Per Visit	DOES NOT MEET SPEC N/A \$42.00	Three Times Yearly Bid Amount Per Visit	DOES NOT MEET SPEC N/A \$80.00	Every 10 Days Bid Amount Per Visit	N/A N/A \$150.00	Once per Month Bid Amount Per Visit	N/A N/A \$145.00	Bid Amount Per Yard	DOES NOT MEET SPEC DOES NOT MEET SPEC \$65.00
Dr. Roof Remedy										
Dreamscapes Landscaping										
Bays Maintenance										

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FOR: LANDSCAPE MAINTENANCE AND YARD REPAIR, BE AWARDED TO BAYS MAINTENANCE FOR MOWING/WEED CONTROL AT THE TANKS AND LIFT STATIONS, MOWING THE DEPARTMENTAL FACILITY AND HILLSIDE, AND THE YARD WORK REPAIR FOR THE FOLLOWING REASON: LOW BIDDER MEETING SPECIFICATIONS.

RECOMMENDED BY:  DEPARTMENT HEAD

APPROVAL:  FINANCE DIRECTOR

BUDGET AVAILABILITY:
FINANCE DIRECTOR

**COOKEVILLE CITY COUNCIL
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Vice-Mayor Wheaton made a motion, seconded by Councilman Womack, to approve the consent agenda items as recommended. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

NEW BUSINESS – PUBLIC HEARINGS AND ACTION ITEMS:

**CONSIDER ACCEPTING
A GRANT FOR \$35,000
FROM PETCO
FOUNDATION FOR
THE COOKEVILLE-
PUTNAM COUNTY
ANIMAL SHELTER
WITH NO MATCHING
FUNDS REQUIREMENT**



- Petco Foundation – 501c3
- \$35,000 grant award
- No matching funds required
- Funds are for lifesaving purposes
- Will be used to expand and improve housing the small dog, puppy and cat areas

Councilman Womack made a motion, seconded by Councilman Miller, to accept the \$35,000 grant from Petco for the Cookeville-Putnam County Animal Shelter as recommended. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

**CONSIDER AUTHORIZING
THE CITY MANAGER TO
ENTER INTO ENGINEERING
CONTRACT AMENDMENT
#2 – LITTLE CREEK PUMP
STATION DESIGN PROJECT –
WATER QUALITY CONTROL
DEPARTMENT**

COOKEVILLE CITY COUNCIL
MINUTES
MARCH 19, 2020

MEMORANDUM

TO: City Council
City Manager

FROM: Ronnie J. Kelly, Director *RJK*

DATE: March 11, 2020

SUBJ: Engineering Contract - Amendment #2
Little Creek Pump Station Design Contract

During the next City Council meeting I will be seeking authorization for the City Manager to enter into engineering contract amendment number 2 to our contract with Gresham Smith and Partners.

During the original design, on which the original engineering contract was negotiated, it became apparent that the sewer force main would need to be re/located. The Engineer had to perform additional site visits, hydrogeological investigations, and surveying for an alternate route. Easements maps and drawings also had to be developed. Additional TDOT permitting was undertaken to obtain proper permits for construction of the alternate route. This amendment will add \$42,800 to the original Engineering Fee of \$250,432. If approved, the new not to exceed contract amount will total \$293,232.00

I have included a detailed copy of the contract amendment in your packet and would recommend approval. If you have any questions or comments please feel free to give me a call.

Vice-Mayor Wheaton made a motion, seconded by Councilman Miller, to authorize the City Manager to enter into Engineering Contract #2 for the Little Creek Pump Station Design Project as recommended. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

**CONSIDER AUTHORIZING
THE CITY MANAGER TO
EXECUTE FINAL BALANCE
CHANGE ORDER #1 - 2018
CIPP SEWER PROJECT -
WATER QUALITY CONTROL
DEPARTMENT**

MEMORANDUM

TO: City Council
City Manager

FROM: Ronnie J. Kelly, Director *RJK*

DATE: March 13, 2020

SUBJ: Approval of Final Balance Change Order
2018 CIPP Sewer Line Rehab Project

During the next City Council meeting I will be seeking City Council authorization for the City Manager to sign Final Balance Change Order #1 with Layne In-Liner, LLC, for completion of the 2018 CIPP Sewer Lining Project.

The City Council awarded a construction contract to Layne In-Liner, LLC, on September 21, 2017, in the amount of \$815,445.74. This Final Balance Change Order will reduce the total contract amount by \$34,364.54. The final contract cost would therefore be \$781,081.20. The Final Balance Change Order also increases the contract time by 263 calendar days.

If you have any questions or comments concerning this matter please feel free to give me a call.

**COOKEVILLE CITY COUNCIL
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Vice-Mayor Wheaton made a motion, seconded by Councilman Miller, to authorize the City Manager to execute Final Balance Change Order #1 for the 2018 CIPP Sewer Project as recommended. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

**CONSIDER APPROVAL TO
PURCHASE REPLACEMENT
CAMERA EQUIPMENT AND
INSTALLATION FOR THE
WATER PLANT INTAKE
UTILIZING THE BEDFORD
COUNTY BOARD OF
EDUCATION CONTRACT
WITH SYSTEMS
INTEGRATION, INC. -
WATER QUALITY
CONTROL DEPARTMENT**



MEMORANDUM

TO: City Manager
City Council

FROM: Ronnie J. Kelly, Director *RJK*

DATE: March 11, 2020

SUBJ: Camera Replacement - Water Plant Intake
Request to Purchase from Cooperative Purchasing Agreement

We recently experienced camera issues at our Water Plant Intake, which included some camera failures. These cameras have been in operation for approximately 12 years.

System Integration, Inc., installed the most recent camera system at our Wastewater Treatment Plant and during the last Water Treatment Plant upgrade. System Integration, Inc. currently has an open contract with the Bedford County Board of Education for camera system purchase and installation. We are proposing to purchase the replacement cameras and installation from this bid. This would allow us to maintain continuity with our current camera system, which is an excellent system. Tennessee Tech recently used System Integration, Inc. for a similar project.

Using the Bedford County Board of Education bid, our cost for replacement cameras and installation would be \$18,188.23. I will be recommending and presenting this request during the next City Council meeting.

If you have any questions concerning this matter please give me a call.

**COOKEVILLE CITY COUNCIL
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Councilman Womack made a motion, seconded by Councilman Miller, to approve the purchase of camera equipment and installation for the Water Plant Intake as recommended. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

**CONSIDER AWARDING BID
FOR IN-CAR CAMERA
INSTALLATION – POLICE
DEPARTMENT**

CITY OF COOKEVILLE
BID TABULATION SCHEDULE

DATE OF BID OPENING: February 24, 2020 10am
 BIDS OPENED BY: Seth Williams, IT
 BIDS WITNESSED BY: C. McClain, City Clerk; T. McNett, Support Tech; M. Crawford, IT; J. Coggins, Truckers Lighthouse
 DEPARTMENT: Police

BIDDERS	Remove/Install Camera System	
Nashville Communications	\$375.00 per vehicle x60 = \$22,500.00	
Innovative Audio	\$450.00 per vehicle x60 = \$27,000.00	
ProLogiCS	\$575.00 per vehicle x60 = \$34,500.00	
Truckers Lighthouse	\$770.00 per vehicle x60 = \$46,200.00	

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM: Nashville Communications

BE AWARDED FOR THE FOLLOWING REASON: Lowest Bid Meeting Specifications

RECOMMENDED: DEPARTMENT HEAD *Randy Crain*
 APPROVAL: CITY MANAGER *James Miller*
 BUDGET AVAILABILITY: FINANCE DIRECTOR *Tauheedah Mateen*

Vice-Mayor Wheaton made a motion, seconded by Councilman Miller, to award the in-car camera installation bid as recommended. Upon call for a vote, the following voted aye:

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

Mayor Shelton announced that the motion carried.

CITIZENS REQUEST FOR HEARING BEFORE CITY COUNCIL:

Ms. Tauheedah Mateen, Public Affairs Specialist of the US Small Business Association, announced that the survivors of the tornado can apply for a low interest rate loan (over 1 million dollars available) at the Hyder Burks Pavilion.

**COOKEVILLE CITY COUNCIL
MINUTES
MARCH 19, 2020**

HEARING FROM OFFICERS, COUNCILMEN AND CITY MANAGER:

City Manager James Mills reported the following:

The past few weeks have been very difficult for our community. I am so very appreciative and proud of our employees in their response to the event of March 3rd. While we are still dealing with impacts of the tornado and are in the process of recovery, we are now faced with dealing with COVID-19. I've had some ask "What's the City doing to address COVID-19". These are some of things we are doing:

- Based on the President's directive regarding groups of 10 or more, we have cancelled events at CPAC, closed the Cane Creek Recreation Center and our museums. All parks remain open with the exception of the playground at Dogwood Park, which we've closed.
- We are promoting alternative methods for utility payments. We strongly advise those that don't absolutely have to come inside to make a payment use an alternative method.
- We are prohibiting any out of state business related travel and prior approval will be required for any out of county business related travel.
- We are following the status of proposed Federal funding to determine next steps and potential actions that may be needed from the Council.
- We are receiving and reviewing daily communiques from CRMC, CDC, and Health Department relative to the virus and providing updates to the Council and Staff.
- Assuming SB2897/HB2815 passes, we are preparing to have our meetings by electronic means. We currently have the capability to conference call and live-stream our meetings. We are researching methods for video conferencing.
- We are still evaluating the best course of action to address employee well-being and in particular if someone gets sick. Tomorrow we will provide our employees with of the passage of the Families First Coronavirus Response Act, which addresses paid sick leave and expanded FMLA leave.

Our primary goal in this trying time is to continue to provide the vital public services required for our citizens. These include police protection, fire protection, water, sewer, electric, gas, garbage pickup, and keeping our streets and parks open. My highest priority is the health, safety and well-being of the over 450 city employees that deliver these services. Many of these employees don't have the option of staying at home.

It seems things are changing/evolving daily with the COVID-19 situation. We recognize that this is a serious situation and we want to insure our citizens that we will do everything we can to continue to provide all necessary services while at the same time trying to best protect our employees.

MAYOR'S COMMENTS:

Mayor Shelton & City Council expressed their appreciation & love for the citizens of this community.

There being no further business, Mayor Shelton declared the meeting adjourned at 5:50 p.m.

ATTEST:

Cathy McClain, City Clerk

Ricky Shelton, Mayor