

**COOKEVILLE CITY COUNCIL  
REGULAR MEETING  
MAY 7, 2020  
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, May 7, 2020, at 5:30 p.m., via electronic means (Zoom) as permitted by Executive Order No.16. City Manager James Mills gave the invocation and led the Pledge of Allegiance. Mayor Shelton then called the meeting to order and asked the 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 IV, serving as City Attorney.

**CONSIDER APPROVAL OF  
AGENDA AS PRESENTED**

Councilman Miller made a motion, seconded by Councilman Walker, to approve the agenda as presented. 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

The City Clerk announced that the motion carried.

**APPOINTMENTS, PROCLAMATIONS, PRESENTATIONS OR AWARDS:**

**CONSIDER REAPPOINTMENT OF  
REPRESENTATIVE TO THE  
PUTNAM COUNTY TAX  
EQUALIZATION BOARD**



[www.putnamcountytn.gov/misss/p/property](http://www.putnamcountytn.gov/misss/p/property)

Putnam Co. Courthouse  
300 East Spring St., Room 1  
Cookeville, TN 38501

Office: 931-528-8428 • Fax: 931-520-0468

April 24, 2020

Honorable City Council, Mayor Shelton and City Manager James Mills:

Please consider your appointment for the County Board of Equalization, and let me know when you have someone confirmed. The CBOE meets daily during June depending on the number of appeals. In addition, there is a mandatory training for all board members in order to comply with the new Tennessee Code.

Our office has been in contact with Mark McKinley, and he would like to serve again on the Putnam County Board of Equalization for the 2020 term. We believe that he is a good board member, and he has done a great job representing the City of Cookeville. We ask that you please reappoint him.

Sincerely,

Steve Pierce  
Putnam County Assessor of Property

**COKEVILLE CITY COUNCIL  
MINUTES  
MAY 7, 2020**

Vice-Mayor Wheaton made a motion, seconded by Councilman Miller, to reappoint Mark McKinley to the Putnam County Tax Equalization Board for a two (2) year term 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

The City Clerk announced that the motion carried.

**CONSIDER REAPPOINTMENTS  
TO THE PUBLIC BUILDING  
AUTHORITY**



May 1, 2020

Mr. James Mills, City Manager  
City of Cookeville  
P.O. Box 998  
Cookeville, TN 38501

Dear James:

The Public Building Authority of the City of Cookeville respectfully submits the following reappointments to the board:

	Term #	Term Expiration
Connie Albrecht	2	05/26
Steve Copeland	4	05/26
Nelson Forrester	2	05/26

On behalf of the Public Building Authority Board, thank you for your consideration.

Sincerely,

  
Jim Martin  
Chairman of the Board  
Public Building Authority of the City of Cookeville

Councilman Walker made a motion, seconded by Councilman Womack, to reappoint Connie Albrecht, Steve Copeland, and Nelson Forrester for a six (6) year term to the Public Building Authority 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

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL  
MINUTES  
MAY 7, 2020**

**CONSIDER APPOINTMENTS TO  
THE ALCOHOLIC BEVERAGE  
CONTROL BOARD**



OFFICE OF THE CITY CLERK

45 E. BROAD STREET • P.O. BOX 998 • COOKEVILLE, TN 38503-0998 • www.cookeville-tn.org  
PHONE: 931-526-9591 • FAX: 931-526-4897

**MEMORANDUM**

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

**FROM:** Cathy McClain, CMC, City Clerk

**DATE:** April 30, 2020

**RE:** Vacancies on the Alcoholic Beverage Control Board

We have two vacancies on the Alcoholic Beverage Control Board. Randall Short, resident at 568 E. 4<sup>th</sup> Street, and Elisah Noonkester, resident at 708 Brown Avenue, agreed to serve a four (4) year term on the ABCB. It is my recommendation to appoint Randall Short & Elisah Noonkester to the ABCB. If you have any questions, please call me at 520-5246.

Thank you for your attention to this matter.

Vice-Mayor Wheaton made a motion, seconded by Councilman Walker, to appoint Randall Short and Elisah Noonkester to the Alcoholic Beverage Control Board (fulfilling the expired terms of Roger Colglazier & Beth Brown expired 9/2019) to expire 9/2023. 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

The City Clerk announced that the motion carried.

**OLD BUSINESS:**

**CONSIDER APPROVAL OF  
MINUTES OF COUNCIL  
MEETING HELD ON  
APRIL 16, 2020**

**COOKEVILLE CITY COUNCIL  
MINUTES  
MAY 7, 2020**

Councilman 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 Wheaton. 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

The City Clerk announced that the motion carried.

**CONSENT AGENDA:**

**CONSIDER AWARDED BIDS  
FOR WOODEN POLES AND  
MISCELLANEOUS LED LIGHTS -  
ELECTRIC DEPARTMENT**

CITY OF COOKEVILLE  
ELECTRIC DEPT.  
BID TABULATION SCHEDULE  
BID NOTICE # 20032901

DATE OF BID OPENING: 4/7/2020  
BIDS OPENED BY: Brian Greenwood  
BIDS WITNESSED BY: Vance Lerb  
DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	35 Wood Pole	40 Wood Pole	45 Wood Pole	50 Wood Pole	55 Wood Pole	60 Wood Pole	65 Wood Pole	70 Wood Pole
Bedwin		\$ 186.00	\$ 272.00	\$ 378.00	\$ 560.00	\$ 876.00	\$ 930.00	\$ 1,198.00	\$ 1,510.00
Thomason		\$ 474.00	\$ 252.00	\$ 352.00	\$ 475.00	\$ 583.00	\$ 836.06	\$ 1,075.00	\$ 1,257.00
Nelsonville		\$ 200.00	\$ 296.00	\$ 430.00	\$ 590.00	\$ 700.00	\$ 1,025.00	\$ 1,540.00	\$ 2,050.00
Koppers		\$ 164.00	\$ 263.00	\$ 395.00	\$ 535.00	\$ 649.00	\$ 885.00	\$ 1,395.00	\$ 1,555.00
A. Menzith Schneider		\$ 171.89	\$ 258.44	\$ 383.00	\$ 469.50	\$ 580.82	\$ 850.00	\$ 1,175.00	\$ 1,775.00
Bridgeway Resources		\$165.00	\$ 296.00	\$ 390.00	\$ 520.00	\$ 806.00	\$ 920.00	\$ 1,450.00	\$ 1,750.00

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM \_\_\_\_\_

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

*C. Smith*  
RECOMMENDED DEPT HEAD

*James Miller*  
APPROVAL: CITY MANAGER



**COOKEVILLE CITY COUNCIL  
MINUTES  
MAY 7, 2020**

CITY OF COOKEVILLE  
ELECTRIC DEPT.  
BID TABULATION SCHEDULE  
BID NOTICE # 19111201-1

DATE OF BID OPENING: 11-26-2019  
BIDS OPENED BY: Gina Greenwood  
BIDS WITNESSED BY: Sara Kravitz  
DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	252 WATT LED LIGHT			
WESCO		\$877.00			
		\$135,400.00			
STUART IRBY		\$685.00			
		\$139,000.00			

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM WESCO  
BE AWARDED FOR THE FOLLOWING REASON: LOW BID MEETING SPECS.

  
RECOMMENDED BY: DEPT. HEAD

  
APPROVAL: CITY MANAGER

Vice-Mayor Wheaton made a motion, seconded by Councilman Miller, to approve the consent agenda item 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

The City Clerk announced that the motion carried.

**NEW BUSINESS – PUBLIC HEARINGS AND ACTION ITEMS:**

**CONSIDER RESOLUTION #R20-05-09,  
AMENDING THE PERSONNEL  
POLICIES & PROCEDURES MANUAL**

**Resolution R20-05-09**

- Amend the City of Cookeville Personnel Policies and Procedures Manual by deleting in its entirety Section 1.5, Wellness Leave, from Chapter 8 of the Manual.
- This benefit provides each employee who has not used any sick leave during the year to have one day added to their vacation leave time or receive equivalent pay.
- The benefit encourages employees to come to work when sick to avoid losing the wellness day and this is especially concerning during the current pandemic.
- Removing the benefit will provide additional funding availability during the upcoming lean budget year.

**COOKEVILLE CITY COUNCIL  
MINUTES  
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Councilman Womack made a motion, seconded by Councilman Miller, to adopt Resolution #R20-05-09. 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

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF ESRI GIS  
ENTERPRISE LICENSE AGREEMENT  
FOR ALL CITY DEPARTMENTS**

**City of Cookeville**

**ESRI GIS Software Enterprise License Agreement**

- Three year agreement
- Total costs \$105,000

General Department	\$12,500
Gas Department	\$7,500
Water Quality Control	\$7,500
Electric Department	\$7,500
Annual Total	\$35,000

Councilman Womack made a motion, seconded by Councilman Miller, to approve the ESRI GIS Enterprise License Agreement for all city departments 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

The City Clerk announced that the motion carried.

**CONSIDER AWARDDING BID FOR  
EXTERIOR PAINTING OF  
COOKEVILLE MUNICIPAL  
BUILDING**

**COOKEVILLE CITY COUNCIL  
MINUTES  
MAY 7, 2020**

CITY OF COOKEVILLE  
BID TABULATION SCHEDULE

**EXTERIOR PAINTING OF COOKEVILLE MUNICIPAL BUILDING**

DATE OF BID OPENING: 4/29/2020 TIME: 2:00 PM  
 BIDS OPENED BY: \_\_\_\_\_ CITY MANAGER  
 BIDS WITNESSED BY: \_\_\_\_\_ CITY CLERK  
 DEPARTMENTS: \_\_\_\_\_ GENERAL

BIDDERS									
FRANK'S PAINTING COMPANY	\$	19,790.00							
MCDANIEL & WEST INC	\$	31,923.00							

WE THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM \_\_\_\_\_ FRANK'S PAINTING COMPANY \_\_\_\_\_ BE AWARDED  
 FOR THE FOLLOWING REASON: \_\_\_\_\_ LOWEST BIDDER MEETING SPECIFICATIONS \_\_\_\_\_

RECOMMENDED: DEPT. HEAD N/A APPROVAL: CITY MANAGER [Signature] BUDGET AVAILABILITY: FINANCE DIRECTOR [Signature]

Vice-Mayor Wheaton made a motion, seconded by Councilman Miller, to award the bid for exterior painting of the Cookeville Municipal Building 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

The City Clerk announced that the motion carried.

**CONSIDER AUTHORIZING THE  
CITY MANAGER TO ENTER INTO  
A PROFESSIONAL SERVICES  
AGREEMENT FOR ENGINEERING  
SERVICES FOR MISCELLANEOUS  
PROJECTS - ELECTRIC  
DEPARTMENT**



COOKEVILLE CITY COUNCIL  
MINUTES  
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Tom Barnes Consulting  
Professional Services Agreement

- Tom Barnes Consulting will provide engineering services for Substation Projects.
- Substation Record Drawings
- East and North Substation Relay Panel replacement
- 69KV Breaker Replacement at Cane Creek Substation
- Negotiated a Work Authorization not to exceed \$45,000.

Councilman Miller made a motion, seconded by Vice-Mayor Wheaton, to authorize the City Manager to enter into a Professional Services Agreement for engineering service for miscellaneous projects – Electric Department 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

The City Clerk announced that the motion carried.

**CITIZENS REQUEST FOR HEARING BEFORE CITY COUNCIL:**

No requests.

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

No comments.

**MAYOR'S COMMENTS:**

No comments.

There being no further business, Mayor Shelton declared the meeting adjourned at 5:45 p.m.

ATTEST:

\_\_\_\_\_  
Cathy McClain, City Clerk

\_\_\_\_\_  
Ricky Shelton, Mayor