

Minutes of the Meeting
Of the Board of Mayor and Aldermen
Of the Town of Thompson's Station, Tennessee
November 8, 2011

Call to Order:

The meeting of the Board of Mayor and Aldermen of the Town of Thompson's Station was called to order at 7:00 p.m. on the 8th day of November, 2011, at the Thompson's Station Community Center with the required quorum. Members and staff in attendance were: Corey Napier, Mayor; Ron Barrett, Alderman; Sarah Benson, Alderman; Nina Cooper, Alderman; Brinton Davis, Alderman; Greg Langeliers, Town Administrator; Doug Goetsch, Town Recorder; Todd Moore, Town Attorney; and Richard King, Building Codes Official and Wendy Deats, Town Planner.

Pledge of Allegiance.

Minutes:

The minutes of the October 11, 2011 meeting were previously submitted. Alderman Barrett noticed that the minutes showed Alderman Cooper had attended the meeting, but she was unable to attend that meeting. Alderman Benson made a motion to amend the minutes to reflect this change. Alderman Cooper seconded the motion and the minutes were unanimously approved as amended.

Announcements: - Mr. Langeliers reminded the Board that there is no meeting scheduled for December.

Old Business: Because Ms. Deats needed to leave the meeting early, Old Business was moved up in the agenda. Ms. Deats described the playground equipment proposed for the Town Park and the proposal to build a wooden train playground structure to replace the wooden structure currently in place. It was proposed that the Board authorize \$1,000 to be used with the donation by the Thompson's Station Community Association to purchase the playground equipment. After discussion, Alderman Benson made a motion to approve the expenditure of \$1,000 to purchase the playground equipment, Alderman Davis seconded the motion, and it was unanimously approved.

Item 1 - First Reading of Ordinance 11-009 that amends Article VI of the Zoning Ordinance –

Ms. Deats described the proposed changes to the Administrative and Enforcement section of the Zoning Ordinance. She stated that the changes were reviewed by the Municipal Planning Commission at their October 25, 2011 meeting and they unanimously recommended the proposed amendment to the Board of Mayor and Aldermen.

After discussion, Alderman Cooper made a motion to adopt Ordinance 11-009 on first reading, Alderman Benson seconded the motion, and it was unanimously adopted.

Mayor Napier set a public hearing on Ordinance 11-009 for January 10, 2012, at 7:00 p.m.

Item 2 – First Reading of Ordinance 11-010 that creates the office of Administrative Hearing

Officer to hear building and property maintenance violations. Mr. Langeliers gave the Board background on the establishment of this position. The State passed legislation allowing the establishment of this position. It would allow the Town to issue citations and levy fines in a timelier and more efficient manner. It was felt that the person chosen for this position should probably be an attorney with the proper training and experience. Mr. Moore explained that part of the legislation included a provision that the Municipal Technical Advisory Service create a curriculum and training class for this position and the first training session will be held later this month. After that training session, there presumably would be some qualified individuals that could be retained for this position. Alderman Cooper asked about how the person would be compensated. Mr. Moore stated he felt that it most likely involve compensation on a case by case basis. Also, the legislation allows for a fine of up to \$500 per day versus the \$50 per day limitation currently in place.

Alderman Cooper made a motion to adopt Ordinance 11-010 on first reading. Alderman Benson seconded the motion, and it was adopted unanimously.

Mayor Napier set a public hearing on Ordinance 11-010 for January 10, 2012, at 7:00 p.m.

Item 3 – Appointments

Mr. Langeliers discussed the appointments and stated that Staff was comfortable with re-appointment of the individuals currently serving. It was proposed to appoint the members of the Industrial Development Board at a future meeting. Mayor Napier listed the individuals whose terms were up on the various boards:

Board of Construction Appeals – Craig Cooper (3-year term)

Board of Zoning Appeals – Mary Herring and Martha Irwin (3-year terms)

Municipal Planning Commission – Tom Evans and Millie Halvorson (3-year terms)

Alderman Benson made a motion to re-appoint the above named individuals to the respective boards/commissions for 3 year terms. Alderman Cooper seconded the motion and it unanimously approved.

Item 4 – Update on Trails and Greenways Grant and the Town Administrator's Report

Mr. Langeliers briefly listed several items that were worked on or completed in the past year:

- a. Tollgate subdivision made a lot of progress with roads being paved and many of the homeowner's concerns appear to have been addressed by the new development team.
- b. The problem with the Regional Wastewater Plant continues to be examined with the latest development being that five monitoring wells have been installed to monitor groundwater levels around the plant.
- c. The Mars campus development is proceeding with the grading permit to be issued in the next few days.
- d. Park improvements to the playground area and parking lots.
- e. The construction of a new walking trail from the Town Park to the Heritage School campus was completed with the help of Outdoor Encounter and Town staff.

- f. Safe Routes to School Phase II is in process, having been slowed by the need to get right-of-way and satisfy TDOT's requirements.
- g. Mr. Langeliers recently received training and is now Title VI coordinator for the Town which will be need for the Enhancement Grant.
- h. The Farmer's Market was begun with the assistance of Outdoor Encounter and Town staff obtaining access to the property and making improvements necessary for operation.
- i. The Community Garden was utilized again this year by many gardeners from the area.
- j. The Industrial Development Board was established and is in the beginning stages of operation.
- k. The Economic Advisory Committee was begun under Alderman Cooper's direction with the goal to help develop marketing tools to bring quality development to the Town.
- l. State Route 840 is to be opened next year and appears on schedule.
- m. The Town's website is being revamped with the help of Daryl Stevens and the Economic Advisory Committee.
- n. Roadway improvements were made to Thompson's Ridge Road, Thompson's Station Road East at the I-65 bridge, Pantall Road and others. Future improvements to Thompson's Station Road West and Standing Oak Road are likely.
- o. Updates and improvements to the Town's ordinances and Municipal Code.

Mayor Napier stated that the Medical Office Building in Tollgate Village is supposed to be operational in the near future, but a target date is not yet known.

Mayor Napier asked if there was an update on the interchange study for I-65 and Mr. Langeliers stated while the Town had contributed funds to this study, and it was thought it was to be a locational study to choose the best site, but it now seems to be a justification study for predetermined locations. Mr. Langeliers stated that he was trying to set up a meeting with the Spring Hill city manager and respective legal counsels to discuss this issue. The current status of the study is not clear at this time. He furthered described some confusion by the Municipal Planning Organization on the status of the proposed interchange. Another reason to meet with Spring Hill officials is to discuss their plan to connect the Maher property to Thompson's Station Road East. This plan would seem to be unnecessary if the proposed I-65 interchange is moved further south from Thompson's Station Road East and warrants further discussion with Spring Hill officials.

Alderman Cooper stated that she was working with TDOT to improve the Town signage at entrances to the town limits. Mr. Langeliers stated that TDOT has a special board to approve any signage or any crossing of TDOT right-of-way and he was trying to get our items on their March 2012 agenda. Alderman Cooper is working on getting approval for a monument sign on Highway 31 at the north edge of the town limits.

Enhancement Grant - Mr. Langeliers explained to the Board that when the Town applied for the grant over a year ago, TDOT's policy was to allow for different ways for municipalities to provide their required 20% match to the grant money. It was always known that we would have to put up about \$120,000 for our required match. Around last May, TDOT changed their reimbursement rules

to state that all they would reimburse under the grant was 80% of the construction costs and 80% of construction engineering and inspection costs. Other costs not reimbursable under the grant would possibly add another \$100,000 to \$130,000 to the project, making the total cost to the Town to be somewhere between \$200,000 and \$250,000.

Each time we applied for this grant, we had agreed to allow the entity that wrote the grant proposal for the Town to administer the grant for 7% of the grant amount, or roughly \$42,000 in this case. The grant proposal that was approved was written by Rebecca Wynd with Outdoor Encounter. TDOT's rule change now means that any amount paid for the administration of the grant for the Town is no longer to be considered as part of the Town's 20% match. Mr. Langeliers thinks it is still appropriate to continue with working with Ms. Wynd as the Town will need help working to obtain right-of-way, obtain ARAP permits, obtain NEPA approvals, and to work with the railroad on crossings, etc. Amounts paid for grant oversight as well as legal or other costs are not considered to be part of our 20% match to the grant. Also, if the trail gets within a specified distance of any at-grade railroad crossing, the railroad will require us to upgrade the crossing with warning lights/gates and this could cost us from \$125,000 to \$275,000 per crossing that is affected. The result is that the overall project could cost up to \$850,000 with the Town having to put in up to \$250,000 as part of the project. Mr. Langeliers felt that we still need Ms. Wynd to help administer the grant as there is not staff time available to take on this task. Mr. Langeliers felt uncomfortable hiring a large engineering firm for management as the expense could be quite large.

Alderman Cooper asked if Ms. Wynd was interested in this project and Mr. Langeliers replied that she was interested. Alderman Cooper asked what the time limit was for completing the project and Mr. Langeliers replied it was five years. Alderman Cooper asked whether the grant money could be used for some other trail project and Mr. Langeliers replied that it could not, however the proposed trail project could be shortened if funds were not available and make applications in a future year for additional grants. Alderman Benson mentioned that Michael Ray, a local resident and volunteer, works for an engineering firm familiar with trail projects and could be a resource. Mr. Langeliers stated that Mr. Ray's firm could be part of the project bidding process if they desired to be considered.

Mr. Langeliers stated he felt uncomfortable to continue to ask Ms. Wynd for her time and effort on this project with some expectation of compensation. He proposed taking the \$42,000 that was proposed for project oversight and dividing it over 36 months, and paying Ms. Wynd for her time spent so far working on the project. There would be an understanding that should the project cease for any reason, the monthly payments would cease as well. Mayor Napier asked what the next step should be in regards to Ms. Wynd and Mr. Langeliers stated that he could prepare a job description and pay Ms. Wynd for her time on the project to this date.

Mayor Napier asked that Ms. Wynd's role be better defined and the scope of her involvement determined. Mr. Langeliers was unsure whether she should be an employee or consultant. Mr. Moore stated that it sounded we would want to get to the point where the Board could consider a services agreement for Ms. Wynd, and does not sound like it's necessary to bring her on board as an employee of the Town. Mr. Langeliers stated that he would work with Mr. Moore and Ms. Wynd to

develop a services agreement and provide a draft to the Board before the January meeting. Alderman Benson asked if funds were available in the Professional Services line item of the budget and Mr. Goetsch stated that there are funds available. Mr. Langeliers proposed to pay Ms. Wynd for the time she has spent on the project so far under that budget line item, then continue to work toward a services agreement going forward. It was the consensus of the Board to have Mr. Langeliers communicate to them the amount needed to compensate Ms. Wynd for work done to date and pay her, and work on a services agreement to be brought to the Board at the January meeting.

Town Recorder's Budget Report: (copy in file)

Mr. Goetsch gave a report on the budget. Mr. Goetsch stated that revenues and expenses are tracking close to budget and the cash position remained strong. Mayor Napier updated the Board that the Town had been approved for a significant line of credit with a local bank. This would require Board approval should it be decided to move forward with utilizing this funding source.

New Business:

Mayor Napier thanked the Board, Staff and all the volunteers that helped with the many projects undertaken during the past year. He anticipates appointing members to the newly established Industrial Development Board at the next meeting.

Community Input and Concerns:

There were none at this time.

There being no further business, the meeting was adjourned at 8:30 p.m.



Corey Napier, Mayor

Attest: 

Douglas G. Goetsch, Town Recorder