

Minutes
Board of Mayor and Commissioners
Regular Meeting
January 6, 2025

Call to Order

Mayor Edwards called the meeting to order at 6:01 PM

Prayer

Pastor Frank Kirby opened the meeting with prayer.

Roll Call

Commissioner Kirby: Present, Vice Mayor Pettus: Present, Mayor Edwards: Present. City Manager Kevin Breeding: Present, Temporary City Recorder Gayle Bowman: Present. Commissioner Edwards declared that there was a quorum to conduct business.

Previous Minutes

Mayor Edwards motioned to approve minutes from December 2, 2024, Seconded by Vice Mayor Pettus. Ayes: Commissioner Kirby, Vice Mayor Pettus, and Mayor Edwards. Minutes Approved.

Communications from Mayor

Mayor Edwards discussed the Annual Statement of Interests Filing Notice. All elected officials should have received an email with a unique code to file an individual report by January 31st. If you need help, contact Gayle, Kevin or Mayor Edwards. Planning Commission will also need to submit this report to the state.

Mayor Edwards stated that we have received the new credit card machines and customers will soon be able to pay property taxes online. Ms. Bowman discussed that we are waiting on the company to complete the online Tennessee Treasury process and contacting the office to get card readers and the online website pay option created.

Mayor Edwards gave an update on the process of the Club House Storage Room. The storage closet holding the tables and chairs has been completed. We now have a wall separating access to those from the maintenance items used on the property that need to be stored in a climate-controlled area.

City Manager Report:

City Manager Breeding stated a lien release for one of the Home Grant recipients has been filed with Register of Deeds. It has been 5 years since the grant was awarded. The grant required the home owner to remain in the home for 5 years. In order to do this the city placed a lien against the property. We have a couple more that need to be released.

City Manager Breeding updated the commission on the budget for FYE 2025. A Profit & Loss report can be found at the back of the packet. December revenue exceeded expenses. Commissioners were also given a cash on hand report. These will be included in the monthly packet to the commissioners.

City Manager Breeding informed the commission of the proposed farmer agreement. The farmer has been maintaining 3 acres of the 5 acres purchased by the city. The agreement states that the farmer will pay \$300 per year. This will cover any added cost of owning the land, such as insurance. This will also save the city the cost of maintaining the property. We can discuss adding a walking trail to the other 2 acres.

Commission Remarks:

None, comments closed.

Citizen Comments:

None, comments closed.

Old Business:

None

New Business:

Club House Renovation Bids & Awarding of Contract: Mayor Edwards read the bids aloud. The renovation had 2 quotes; Mr. Dwayne Wilson and Mr. Tony Farmer. Mayor Edwards stated Mr. Wilson was awarded the previous bid and did a great job. The flooring bid had 3 quotes; A1Floors, Mr. Dwayne Wilson and Mr. Tony Farmer. Mayor Edwards stated that we would like to go with the plank floor due to ease of repairing small sections versus replacing entire flooring in the future. City Manager Breeding will contact the awarded contractors.

Mayor Edwards made a motion to award the renovation bid to Mr. Dwayne Wilson, seconded by Vice Mayor Pettus. Ayes: Commissioner Kirby, Vice Mayor Pettus and Mayor Edwards. Awarded.

Mayor Edwards made a motion to award the flooring bid using plank flooring to A1 Floors, seconded by Commissioner Kirby. Ayes: Vice Mayor Pettus, Commissioner Kirby, and Mayor Edwards. Awarded.

Resolution 2025-01 – Public Records Policy: Mayor Edwards explained the need for the public records policy and the cost associated with the request. Mayor Edwards made a motion to approve the Public Records Policy, seconded by Commissioner Kirby. Ayes: Commissioner Kirby, Vice Mayor Pettus, and Mayor Edwards. Approved.

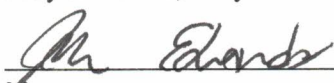
Resolution 2025-02 – Records Retention Policy: Mayor Edwards discussed the MTAS schedule that can be found online. He also discussed the policy guidance to know the required documents to retain and the ones to destroy. Mayor Edwards made a motion to approve the Records Retention Policy, seconded by Vice Mayor Pettus. Ayes: Commissioner Kirby, Vice Mayor Pettus, and Mayor Edwards. Approved.

Proposed Softball/Baseball Field Operations: Mayor Edwards informed the commissioners that he checked on current rental fees with the City of Orlinda and City of Springfield. We are looking at rentals in 2-hour increments in order to give 2 rental opportunities per day. We will have to coordinate with Jr. Pro and their game days and with the Co-ed teams to determine their seasons and needs. The Co-ed teams provide yearly revenue funds to the city. Mayor Edwards stated the City of Adams leases their concessions and we could discuss doing the same.

Signs: Mayor Edwards presented signs for the Red Devils to replace the ones that have been marked by graffiti.

Adjournment:

Mayor Edwards made a motion to adjourn, Seconded by Vice Mayor Pettus: Ayes: Commissioner Kirby, Vice Mayor Pettus, Mayor Edwards. Meeting adjourned at 6:27 pm.



Mayor

2/3/25

Date



City Recorder

2-3-25

Date