

Minutes
Board of Mayor and Commissioners
Regular Meeting
May 01, 2023

We held our May meeting of the Cedar Hill Board of Mayor and Commissioners tonight at 6pm.

Mayor Edwards called the meeting to order.

City Recorder Richards did roll call: Mayor Edwards, Vice Mayor Pettus, Commissioner Traughber and City Manager were all present.

Mayor Edwards recognized Frank Kirby to open the meeting up in prayer. After prayer, Mayor Edwards thanked him for doing so.

Under Communications from the Mayor, Mayor Edwards recognized the staff for their contributions. Mayor Edwards recognized City Recorder Richards for increasing the rentals of city facilities dramatically and mentioned that the city was on track to double our rentals compared to last year. He also recognized her for collecting property taxes that were past due for many years (5-8 years) and that she had collected over \$1,100 in delinquent property taxes since last week. He also mentioned how she has brought the city into present through accounting and policies. Mayor Edwards mentioned that MTAS, other consultants and City Manager Breeding were very complimentary of her and her abilities.

Mayor Edwards also recognized City Manager Breeding for his contributions to the city and mentioned that he came into his position when the city had no staff. He also mentioned his contributions to planning and zoning, building permitting and all his efforts. Mayor Edwards also mentioned that he had attended the farmers market and was working to familiarize himself with the community of Cedar Hill. He mentioned that he appreciated the hard work and dedication they exhibited.

Mayor Edwards gave an update on the basketball court and stated that work should commence in 3-4 weeks.

Mayor Edwards mentioned that the city Cleanup day appeared to be a success with two dumpsters filled up. He also mentioned that the streets looked neat thanks to the mowing by Tim Hulsey.

Mayor Edwards also mentioned he had completed a grant for \$1,500 for the farmers market and had to work on getting the market listed on the Pick Tennessee site. The grant can be used toward advertising, promotion, etc. He also mentioned that he had completed a \$20,000 grant from T-Mobile as well. He also mentioned that he had purchased an inflatable screen (20ft) and projector to move closer to movies in the park. This concluded the Mayors Communications.

City Manager Breeding updated the board on the completion of the right of way cleanup from downed trees and limbs and reported that the contractor came in \$1,000 under the approved amount.

He also gave a budget update and reported that overall, the budget is tracking well and he also discussed tax revenue figures thus far.

City Manager Breeding also provided us with updates regarding building permit fees and that after tonight's vote we should be in the permit business and that he had been working to have a checklist to follow regarding issuing permits.

This concluded the City Manager report.

Commissioner remarks were opened for discussion. Hearing none, we moved to Old Business, which included the second and final readings of:

- Ordinance 2023-05: An Ordinance of the City of Cedar Hill adopting the 2018 International Building Code and International Residential Code for one and two family dwellings (Building Codes). Motioned by Vice Mayor Pettus and seconded by Mayor Edwards. Roll call: Commissioner Traugher – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Ordinance 2023-05 – Approved 3-0.
- Ordinance 2023-06: An Ordinance of the City of Cedar Hill adopting the International Plumbing Code. Second and final reading. Motioned by Mayor Edwards and seconded by Vice Mayor Pettus. Roll call: Commissioner Traugher – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Ordinance 2023-06 – Approved 3-0.
- Ordinance 2023-07: An Ordinance of the City of Cedar Hill adopting the International Gas Code. Second and final reading. Motioned by Mayor Edwards and seconded by Vice Mayor Pettus. Roll call: Commissioner Traugher – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Ordinance 2023-07 – Approved 3-0.
- Ordinance 2023-08: An Ordinance of the City of Cedar Hill adopting the International Mechanical Code. Second and final reading. Motioned by Mayor Edwards and seconded by Vice Mayor Pettus. Roll call: Commissioner Traugher – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Ordinance 2023-08 – Approved 3-0.

Vice Mayor Pettus presented information on giving back to the school students and teachers by potentially providing pizzas to the schools. She mentioned she was still awaiting approval from one school but did have the okay to provide pizza to students and staff. Motioned by Mayor Edwards and seconded by Commissioner Traugher. Roll call: Commissioner Traugher – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Approved 3-0. Vice Mayor Pettus mentioned the importance of giving back to our schools and being active in them.

We then transitioned to New Business. First up was Resolution 2023-07 – A resolution to set certain fees charged by the City of Cedar Hill for building permits and inspection fees. City Manager Breeding gave the board a rundown of the fees and permit costs. There was a discussion regarding driveway permit fees. Several cities are in the process of evaluating driveway permit fees, one which was \$1,000. Mayor Edwards expressed concern with this and suggested a \$500 permit fee for residential development. Motioned by Vice Mayor Pettus and seconded by Mayor Edwards. Roll call: Commissioner Traugher – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Resolution 2023-07 – Approved 3-0.

Next, Mayor Edwards gave an update on the Planning Commission appointments. Mayor Edwards gave a rundown of the commission and the process. He announced that as specified, he would serve on the municipal planning commission along with three appointed members which are Frank Kirby, Kendra Bush & Lisa Brown. He mentioned that tonight the board would nominate one of the commissioners to serve on the commission and be the fifth member. Commissioner Traugher nominated Vice Mayor Pettus and Mayor Edwards seconded the nomination. Vice Mayor Pettus accepted the nomination. Mayor Edwards mentioned that the board was looking at the 2nd Tuesday of every month and that the first meeting would consist of officially adopting the time and date for meetings and officers.

The next item was discussion on a proposed long range growth plan which would be completed by Inspire. Sarah Sinatra gave a presentation on the proposed services and the timeline for completion. Mayor Edwards mentioned that it was a requirement to have a long term plan in place to do planning and zoning. Mayor Edwards explained that the overall cost would be split into two payments, one of which is in 2022-2023 fiscal year and the final one being in 2023-2024. Motioned by Mayor Edwards and seconded by Vice Mayor Pettus.

Roll call: Commissioner Traughber – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Approved 3-0. Inspire is approved to begin services. Mayor Edwards thanked Sarah for coming and presenting at the meeting.

Next was Ordinance 2023-09 which was the first reading of the 2023-2024 fiscal year Budget. Mayor Edwards discussed the overall items and newly budgeted notable items such as \$1,500 for Community Contributions, \$2,000 for Adams Fire Department who covers the City of Cedar Hill, \$3,000 for event costs for Farmers Markets and Fall Festival. He mentioned Honorariums would increase due to paying the Planning Commission Members when meeting, \$17,000 in Professional Studies which includes the second half lump sum for the long range plan and potential codification of municipal codes and ordinances, etc. He mentioned mowing was also increased to account for a higher frequency in mowing right of ways from once per season to every other month potentially. Overall, the budget is \$100 less than the 2022-2023 budget. Motioned by Mayor Edwards and seconded by Commissioner Traughber. Roll call: Commissioner Traughber – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Ordinance 2023-09 – Approved 3-0. Final reading will be in June.

The commission then moved onto United Community Bank – Merchant Services – credit/debit card processing. This would allow the city to begin processing credit/debit card payments for taxes, rentals, etc. City Recorder Richards explained the fees associated with the service and a suggested Convenience fee which would cover the costs. Mayor Edwards mentioned this would make it easier to take tax payments and also to allow for immediate payment of security deposits for reserving a city facility. Motioned by Mayor Edwards and seconded by Vice Mayor Pettus. Roll call: Commissioner Traughber – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Approved 3-0 to begin using and offering this service.

We then discussed the possibility of renting the Club House out for a few Sunday mornings per month for a Bible Study group. Mayor Edwards mentioned the possibility of still being able to rent the facility after 12:30. The commission all agreed to think on this issue.

The final item was a proposed Fee increase for rental of Clubhouse and Pavilion for non-resident renters. Mayor Edwards mentioned that costs for those living in the city would not increase, but proposed an increase from \$125 to \$150 for non-resident rental of the Club House and an increase from \$60 to \$80 for non-resident rental of the pavilion. Mayor Edwards mentioned that this is an opportunity to provide a benefit for city residents. Commissioner Traughber mentioned that she’d like to see income from rentals directed back into the facility for upgrades with Mayor Edwards and Vice Mayor Pettus agreeing. City Manager Breeding mentioned setting aside the revenue from the rentals and using those funds to upgrade the facilities. A landowner asked about landowners’ ability to not have to pay non-resident since they own land. Mayor Edwards mentioned that only citizens in the city limits would pay the same rates as previously and that renters would have to show proof of residency. Mayor Edwards mentioned that he had seen several cities offer different rates on residents and non-residents. Motioned by Mayor Edwards and seconded by Vice Mayor Pettus. Roll call: Commissioner Traughber – “Yes”, Vice Mayor Pettus – “Yes”, Mayor Edwards – “Yes”. Approved 3-0 to increase new non-resident rental rates.

We then transitioned to citizen comments.

After citizen comments were heard and addressed, board adjourned meeting.

John Edwards

Mayor

6/5/23

Date

Margaret Reth

Vice Mayor

6/5/23

Date

Jenna

Commissioner

6/5/23

Date

Betty Richards

City Recorder

06/05/23

Date