

BOARD OF MAYOR AND ALDERMEN

December 14, 2015

The regular meeting of the Board of Mayor and Aldermen was held on Monday, December 14, 2015 at 6:00 p.m. in the Council Chambers of the Municipal Center.

Mayor Mike Palazzolo was present and presiding.

The following aldermen were present: John Barzizza, Mary Anne Gibson, Dave Klevan, Forrest Owens and Rocky Janda. Staff present: Patrick Lawton, Debra Wiles, Chief Richard Hall, Fire Chief John Selberg, Pam Beasley, Steve Wilensky, Paul Chandler, Ralph Gabb, Reynold Douglas, Daniel Page, Cameron Ross, Lisa Piefer and Dotty Johnson.

Call to Order

Mayor Palazzolo called the meeting to order.

Invocation

General Services Director Reynold Douglas gave the invocation.

Pledge of Allegiance

Alderman Forrest Owens led the Pledge of Allegiance.

Approval of Agenda

During the executive session the Board unanimously agreed to move #9e – Contract – Waste Pro – Sanitation Collector and #9f – Contract – Michael’s Tree and Loader – Yard Debris to the Regular Agenda to be discussed and to move #10 – Sports Provider Agreement – Rugby to the Consent Agenda. Also, there was an Add-On – Third Party Administrator Services Contract that was added to the agenda.

Motion by Mr. Janda, seconded by Mr. Klevan, to approve the agenda as amended.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Approval of Minutes

There were no corrections to the minutes.

Motion by Mr. Owens, seconded by Mr. Janda, to accept the minutes of the Board of Mayor and Aldermen meeting held November 23, 2015.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Teacher of the Month Award

Alderman Mary Anne Gibson and members of the Education Commission presented Mr. Jim Smith, the famed leader of the award winning Houston High School Band, with the Teacher of the Month Award. An educator for 32 years, Mr. Smith dedicated the last 25 years to Houston High School. He created an organization that has performed at the highest levels of the nation’s high school music programs, including performances all over the country and most recently at the esteemed Carnegie Hall in New York City. His award was sponsored by Principle Toyota.

Youth Excellence Award

Mr. Timothy Liang, a senior at Houston High School, was presented with the December Youth Excellence Award. Timothy is a National Merit Semifinalist, ranked in the top 2% of his class and earned a perfect ACT score of 36. He plays the saxophone and has been selected as a member of both the All-West Tennessee Concert Band and the Jazz Band. He earned the spot of first chair saxophonist and was asked to serve as the saxophone section leader for the varsity band.

Citizens to be Heard

No citizens came forward to speak.

CONSENT

Recognition of Donation – Germantown Community Library

The Germantown Library works in partnership with many local organizations to provide top quality services to its patrons. Donations made to the Germantown Community Library were from Jeanne Campbell - \$25.00, Germantown Women's Club - \$1,263.00, Germantown Exchange Club - \$51.00 and Friends of the Library - \$180.00.

MOTION: To recognize donations made to the Germantown Community Library in the amount of \$1,519.00 and to approve Budget Adjustment No. 16-26.

ICMA Insights to Performance Measurement Contract

This software allows data to be reported annually and reviewed through summary statistics. The software will also provide scorecard tracking visual analytics dashboards, and customizable report builders, forecasting, measurement of key performance indicators, dynamic web publishing and custom reporting.

MOTION: To grant authorization to purchase the upgrade to ICMA Insights Transform Tier software, services and training from ICMA Center for Performance Analysis in the amount of \$20,965.25.

Printing and Mailing Services

The Board previously approved the use of Sevierville, Tennessee's Production Agreement with DataProse for printing, stuffing and mailing the City utility bills. Average monthly postage expenses are projected at \$8,706.00. Printing/stuffing of Talk of the Town inserts included in monthly utility bills have anticipated annual expenses of \$15,924.00 and will continue to be expensed to the General Fund.

MOTION: To authorize the use of City of Sevierville, Tennessee's Production Agreement with DataProse for printing, stuffing and mailing utility bills in an amount not to exceed \$109,524.00.

Purchase – Portable Radios

Portable radios are used to keep in direct contact with Dispatch and other fire department resources during emergency incidents and routine situations. These radios will be assigned to the new fire engine when placed into service. The cost for each radio is \$2,285.00.

MOTION: To approve the purchase of Motorola Portable Radios per the Tennessee Statewide Contract \$418.00 for a total cost of \$11,425.00.

Sports Provider Agreement – Moved from Reg. Agenda

Each year the City implements contracts with local youth sport provider organizations to make certain athletic programs are available for children on athletic fields located in the City. These programs are organized, scheduled and operated on behalf of the Parks and Recreation Department by the City's designated Sports Providers performing as service providers in conjunction with cooperation with the City. This provider agreement is with the Germantown Rugby Club to become the youth Rugby Provider for the City.

MOTION: To approve the provider agreement with the Germantown Rugby Club to become the Youth Rugby Provider. This agreement is for a period of one year with an option for two (2) additional one-year extensions.

Contract – Waste Pro – Sanitation Collector – Moved to Reg. Agenda

Contract – Michael’s Tree and Loader – Yard Debris – Moved to Reg. Agenda

ATM Lease

The City is able to provide its customers and citizens with the opportunity, at no cost to the City, to access an ATM machine within City Hall. Normal fees for the use of obtaining funds will be charged by SunTrust for the use of the ATM machine. The ATM machine will be serviced by SunTrust Bank.

MOTION: To authorize the Mayor to sign a lease with SunTrust Bank to place an ATM machine within City Hall. This is a one year contract with five additional consecutive terms of one year.

Website Redesign Upgrade Contract

The current City website, designed and created by Vision Internet, was launched in January 2010. Significant improvements to the content management system (CMS), the tool used by staff to edit the website and new standards for design and navigation have emerged. Vision Internet Providers will redesign the City website and upgrade the related content management system in the amount of \$28,564.14.

MOTION: To authorize the Mayor to execute a contract with Technology Solutions, LLC, DBA Vision Internet in the amount of \$28,564.14 for the redesign of the City website and upgrade of the related content management system.

REGULAR AGENDA

Sports Provider Agreement - Moved to Consent

Contract – Waste Pro – Sanitation Collector

Mr. Lawton stated that in recent months the City had again experienced an increase in the number of complaints from residents resulting from missed services during the collection of solid waste by Inland. In order to ensure that solid waste is collected in a timely manner per the terms of the contract, the City is establishing additional contracts to provide for on-call collection of solid waste. Waste Pro is to provide collection of solid waste including household trash, construction debris, bulky items, white goods and recyclables on an on-call basis. The amount of the contract is not to exceed \$30,000.00.

Motion by Mr. Owens, seconded by Mr. Klevan, to authorize the Mayor to enter into a contract with Waste Pro of Tennessee, Inc. for on-call collection of solid waste (household trash, construction debris, bulky items, white goods and recyclables) in an amount not to exceed \$30,000.00 and for the terms listed.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Contract – Michael’s Tree and Loader – Yard Debris

Mr. Lawton explained that the City had again experienced an increase in the number of complaints from residents resulting from missed services during the collection of solid waste by Inland. In order to ensure that yard debris is collected in a timely manner per the terms of the contract, the City is establishing additional contract to provide for on-call collection of yard waste.

Michael’s Tree and Loader LLC will provide collection of yard waste including clear bags, roll carts, personal containers and loose tree limbs on an on-call basis for an amount not to exceed \$40,000.00.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Acceptance of DRA Grant

Economic and Community Development Director Cameron Ross stated this application had been put together by the City’s Economic Development Manager, Marie Lisco and the City’s Grant Writer, Alexa Robinson in collaboration with Memphis Bioworks/EPIcenter as part of our current incubator program.

This is a \$93,863.00 grant from the Delta Regional Authority (DRA) to the City for the purpose of programming/training at EPIcenter Germantown and acknowledges the role of the City and its partner, Memphis Bioworks/EPIcenter, to provide additional project support in the form of in-kind service with a fair market value of \$30,750.

Ms. Lisco stated these grant funds combined with the City's and EPIcenter's in-kind resources and expertise during the 2017 fiscal year, will be used to launch training and education to guide emerging and small businesses through the stages of business development.

Motion by Mr. Barzizza, seconded by Mrs. Gibson, to approve Resolution 15R16 to accept a \$93,863.00 grant from the Delta Regional Authority for EPIcenter Germantown and agree to the terms of the grant contract.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Ordinance 2015-9 – Amendment to 2016 Budget Ordinance – First Reading

Mr. Lawton explained that for almost the past 12 months the City and the Germantown Municipal School District (GMSD) had been in discussions over certain capital and maintenance of operations issues in regards to the five schools within the District. The Germantown Board of Education (GBoE), Board of Mayor and Aldermen, City staff, GMSD and the Financial Advisory Commission have all participated in this discussion.

The needs of the District are many as identified in the five-year capital plan adopted by the GBoE. The five-year plan includes addressing the District's maintenance of operation issues and new capital growth to include the expansion of existing campuses and the construction of a new elementary school starting in FY18. The number one priority of the District in regards to capital is the 7th and 8th grade addition at Riverdale Elementary School and the elimination of the 20 plus portables behind the school.

To help facilitate its capital plan, the City began to prepare itself with a review and eventual expansion of its debt management policy to ensure the City could respond in a fiscally responsible manner.

Construction estimates early in the capital review for the District varied for both the Riverdale addition and the construction of a multipurpose athletic facility at Houston High School. In the end and as was anticipated, the FY16 budget for the City was adopted without either of these projects. However, it was understood that the budget could be amended once reliable construction cost estimates were produced.

In the end, the Riverdale addition would consume all the dollars available from the City and from the District which is approximately 12 million dollars. On December 1, 2015 the Financial Advisory Commission recommended amending the City's approved FY16 budget to include this expense.

Funding for this project will come from a pending bond sale in early 2016. The District will reimburse the City 4 million dollars over the life of the bonds, and the District will cover the costs from reserves of anything exceeding 11 million dollars.

Motion by Mr. Janda, seconded by Mrs. Gibson, to approve Ordinance 2015-9 and Budget Adjustment No. 16-14 to amend the FY16 Annual Budget on first reading and to set Monday, January 11, 2016 as the public hearing date to consider this ordinance amendment.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Memorandum of Understanding

Mr. Lawton explained that a memorandum of understanding (MOU) describes an agreement between two or more parties. It expresses the thoughts and ideas between the parties and a common line of action.

This MOU is an agreement and statement of intent between the City and Germantown Municipal School District (GMSD) to move forward with the issuance of 12.8 million dollars in G.O. bonds with 11 million dollars being made available for the construction of the Riverdale addition.

The MOU also identifies that a portion of the 11 million dollars – 4 million dollars will be reimbursed to the City and District. The details of which and the interest to be paid to the City will be addressed more specifically through a more detailed interfund reimbursement agreement to be executed by the District and the City after the bond sale but before the approval of the bond sale by the Board.

Motion by Mr. Klevan, seconded by Mrs. Gibson, to authorize the Mayor to execute the Memorandum of Understanding between the City of Germantown and the Germantown Board of Education.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Vehicle Purchase

Mr. Lawton stated the vehicle maintenance shop operating under our General Services department utilizes a standard decision making process when they make a recommendation to replace a particular vehicle. It is based on a combination of age, miles, overall condition and historical repair costs. Our preventative maintenance program for each vehicle allows us easy access to this history.

The vehicles are being purchased by the State contract with one exception. They all meet our specifications and funding was allocated in the approved FY16 budget and long-range IRP.

Motion by Mr. Klevan, seconded by Mr. Janda, to authorize the purchase of vehicles from National Fleet Auto Group and Golden Circle Ford Inc. in the total expenditure amount of \$347,807.98, to approve Budget Adjustment No.16-29 and to declare replaced vehicles as surplus property.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-yes, Owens-yes, Janda-yes. Motion approved.

Alderman Klevan recused himself from hearing the next two agenda items and left the dais.

Medical and RX Stop Loss

Procurement Director Lisa Piefer explained the Medical and RX Stop Loss contract. She stated this was an A+ firm that had been recommended. This contract will be rebid each year.

Human Resource Director Steve Wilensky explained how important the Stop Loss can be because just one catastrophic claim could make this contract incredibly valuable protection for the City.

Motion by Mr. Janda, seconded by Mrs. Gibson, to authorize the Mayor and Board to enter into a contract policy with American Fidelity in the amount of \$641,990.40 for Stop Loss insurance coverage for 2016.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-recused, Owens-yes, Janda-yes. Motion approved.

ADD-ON – Third Party Administrator Services Contract

Ms. Piefer stated this is where our claims are sent. This is a new thirty-six (36) month service contract, with two additional one-year options, with Health Cost Solutions, Inc. for the City's Health Insurance Third Party Administrator (TPA). With this service, the City will continue to consolidate its claims processing, pharmacy benefits provider and network access under one vendor with an additional cost savings. The City's health fund would remain self-funded.

Motion by Mrs. Gibson, seconded by Mr. Barzizza, to authorize the Mayor to enter into a thirty-six (36) month contract effective January 1, 2016, subject to the review by the City Attorney, with two additional

one-year options, with Health Cost solutions, Inc. to be the City's Third Party Administrator, pharmacy benefits provider and network access provider.

ROLL CALL: Barzizza-yes, Gibson-yes, Klevan-recused, Owens-yes, Janda-yes. Motion approved.

Alderman Klevan returned to the dais.

Proclamation

The Mayor read a proclamation declaring December 14, 2015 as Ralph Gabb Day in honor of his 24 years working with the City of Germantown as the Accounting Supervisor, City Controller and the City's Finance Director. Mr. Gabb will be retiring at the end of this month.

Mr. Gabb received well wishes from the Board. He then thanked the Board and Patrick for their support and the confidence they had shown in him over the years.

Adjournment

The meeting was adjourned at 7:05 p.m.

Mike Palazzolo, Mayor

Dotty Johnson, City Clerk/Recorder