

## **BOARD OF MAYOR AND ALDERMEN**

**January 25, 2021**

The regular meeting of the Board of Mayor and Aldermen was held on Monday, January 25, 2021, at 6 p.m. via live streaming. Meeting electronically was necessary to protect public health, safety and welfare in light of the COVID-19 pandemic.

Mayor Mike Palazzolo was present and presiding.

The following aldermen were present: Scott Sanders, Mary Anne Gibson, Sherrie Hicks, Brian Ueleke and Jon McCreery. Staff present: Jeff Beaman, Pam Beasley, Michele Betty, Reynold Douglas, Tony Fischer, Richard Hall, Jason Huisman, Patrick Lawton, Mac McCarroll, Bo Mills, Lisa Piefer, Phil Rogers, Cameron Ross, Adrienne Royals, John Selberg, Ola Terrell-Jordan and Steve Wilensky.

### **Call to Order**

The Mayor called the meeting to order.

### **Invocation**

The invocation was led by Patrick Lawton.

### **Statement from Mayor Palazzolo**

Mayor Palazzolo read the following statement: All local governing bodies in the State of Tennessee have been impacted by the COVID-19 pandemic. Germantown is no exception. In an effort to carry out its governance and operational responsibilities lawfully, and effectively, while also considering the protection of public health, safety and welfare, the Germantown City Administration has taken steps to conduct Board of Mayor and Aldermen and other public meetings electronically. These actions were taken in response to Governor Bill Lee's Executive Order No. 71, an order extending Executive Order Nos. 16, 34, 51, 60 and 65, which suspended the requirements of the Tennessee Open Meetings Act to the extent necessary to allow governing bodies subject to the act to meet and conduct essential business by electronic means.

The public will have access to the Board of Mayor and Aldermen meeting via real-time video. The meeting will also be recorded and available within 48 hours of the meeting. These measures are temporary, and are due to expire on February 27, 2021, unless further action is taken by Governor Lee.

### **Establishment of Necessity to Conduct the Board of Mayor and Aldermen Meeting Electronically**

Governor Bill Lee's Executive Order No. 71, an order extending Executive Order No. 16, required that the members of the governing body must make a determination at the outset of the meeting, by vote or otherwise, that conducting the meeting by electronic means is necessary to protect the public health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak.

Motion by Mr. Ueleke, seconded by Ms. Gibson, to conduct the January 25, 2021 Board of Mayor and Aldermen meeting by electronic means to protect the public health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

### **Set Agenda**

The Board is asked to set the agenda for the meeting.

Amendment by Mr. Sanders, with no opposition, to move to the regular agenda #11n – Salary Increase and Pay Range Adjustment.

Motion by Mr. McCreery, seconded by Ms. Gibson, to approve the January 25, 2021 agenda, as amended.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**Shelby County Assessor of Property Reappraisal Presentation**

Melvin Burgess, Assessor of Property for Shelby County, presented a PowerPoint on the 2021 reappraisal of property.

**Approval of Minutes**

Approval is requested of the minutes of the regular meeting held January 11, 2021.

Motion by Mr. Sanders, seconded by Ms. Gibson, to approve the minutes of the Board of Mayor and Aldermen regular meeting held January 11, 2021.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**Citizens to be Heard**

The City received #141 emails in support of the, #2 emails with concerns and #1 in opposition to the proposed long-field project. All of the emails are available to the public on the City's website on tonight's calendar page in the agenda packet in the file titled CTBH Long-field 1.25.21.

Mayor Palazzolo read into the record the emails expressing opposition to or concerns with the project.

Doug Korneski, 3645 Romano Way W., came forward to express his concern regarding the impact the neighborhood.

Shelly Gaul, 2466 Redbud Trail Dr., came forward to express her concern regarding increase in league costs.

Julie Walker, julie31075@yahoo.com, came forward to oppose spending money on a new facility.

**SPECIAL RECOGNITION – Germantown Education Commission Teacher of the Month – January 2021**

Candace Plaisance, an AP U.S. and European History teacher at Houston High School, is the January 2021 Teacher of the Month Award winner.

**PRELIMINARY AGENDA**

**Appointment - Bicycle and Pedestrian Commission**

There are two positions on this commission due to resignations. One of the vacant terms has two years remaining. Ms. Mathis has applied to serve.

MOTION: To appoint Linda Mathis to the Bicycle and Pedestrian Commission with a term ending December 31, 2022.

**Appointment - Bicycle and Pedestrian Commission**

There are two positions on this commission due to resignations. One of the vacant terms has one year remaining. Mr. Wiadacz has applied to serve.

MOTION: To appoint Luis Wiadacz to the Bicycle and Pedestrian Commission with a term ending December 31, 2021.

**Appointment - Economic Development Commission**

There were two positions on this commission not filled at the Special Called Meeting held on December 22, 2020. Mr. Meisterman has applied to serve as the Residential/Non Residential Development member of the commission.

MOTION: To appoint Bruce Meisterman to the Economic Development Commission with a term ending December 31, 2021.

**Appointment - Environmental Commission**

There was one position on this commission not filled at the Special Called Meeting held on December 22, 2020. Mr. Phillips has applied to serve.

MOTION: To appoint Gene Phillips to the Environmental Commission with a term ending December 31, 2021.

**Appointment - Neighborhood Preservation Commission**

There was one position on this commission not filled at the Special Called Meeting held on December 22, 2020. Mrs. Ransom has applied to serve.

MOTION: To appoint Kristi Ransom to the Neighborhood Preservation Commission with a term ending December 31, 2021.

**Appointment - Senior Citizen Advisory Commission**

There were three positions on this commission not filled at the Special Called Meeting held on December 22, 2020. Ms. Olsson has applied to serve.

MOTION: To appoint Susan Olsson to the Senior Citizen Advisory Commission with a term ending December 31, 2021.

**Appointment - Senior Citizen Advisory Commission**

There were three positions on this commission not filled at the Special Called Meeting held on December 22, 2020. Mr. Tompkins has applied to serve.

MOTION: To appoint Thomas Tompkins to the Senior Citizen Advisory Commission with a term ending December 31, 2021.

**Appointment - Senior Citizen Advisory Commission**

There were three positions on this commission not filled at the Special Called Meeting held on December 22, 2020. Mr. Krug has applied to serve.

MOTION: To appoint Walter Krug to the Senior Citizen Advisory Commission with a term ending December 31, 2021.

**Contract Extension - Club Management Software - Germantown Athletic Club**

The Athletic Club serves over 10,000 members from the Germantown and surrounding areas for their health and wellness needs. Club management software is vitally important to the day-to-day operations of the facility, including check-ins, billing, collections, program registration, reporting, etc. The management of the Club's membership base is critical to its sustainability. This is an annual cost of \$18,252.00, with \$7,605.00 being spent in FY21 and the remaining \$10,647.00 being allocated to FY22.

MOTION: To authorize contract extension No. 6 and re-occurring monthly fees of \$1,521.00 to Jonas Fitness

Incorporated for web-based software use at the Germantown Athletic Club for a period of one year.

**Fiscal Year 2022 Budget Calendar**

Each year, a budget calendar is developed for the timely completion of the City’s annual operating and capital budgets for the forthcoming fiscal year. The calendar identifies the major reviews in preparing the annual budget, the meetings scheduled for the Financial Advisory Commission and the three readings on the budget adoption by the Board.

MOTION: To approve the Fiscal Year 2022 Budget Calendar.

**Grant - The Big Read**

The City is a 2020/21 recipient of a grant for \$12,000.00 to host The Big Read. This is the fifth time in six years that the City has received this prestigious grant. A program of the National Endowment for the Arts, The Big Read broadens understanding of our world, our communities and ourselves through the joy of sharing a good book. Managed by Arts Midwest, this initiative offers grants to support innovative community reading programs designed around a single book. The Big Read in Germantown focused on “Circe” by Madline Miller. Activities took place virtually in October. As part of the grant requirements, the City must provide matching funds on a one-to-one basis.

MOTION: To approve the Big Read grant in the amount of \$12,000.00 and to approve Budget Adjustment No. 21-41.

**Professional Services Agreement – Water and Sewer Utility Rate Study**

The Utility Department provides water production, water distribution and sanitary sewer collection services to residential and commercial customers per a fee/rate structure. Utility rates are structured to account for the operation and maintenance of the utility system as well as to provide funding for capital improvements. The purpose of a utility rate study is to ensure that the rate structure secures the ongoing financial stability and viability of the system. Utility rate studies also provide a comparison with other utility providers offering similar services and recommendations for modified utility rates based on comparison data. The City last performed a utility rate study in 2014. This study recommended a modified utility rate structure that was projected to provide financial stability of the utility fund for the next five years.

MOTION: To authorize a Professional Services Agreement with Allen & Hoshall, Inc. in the amount of \$39,400.00 for engineering services related to providing the City with a water and sewer utility rate study.

**Purchase - Sewer Manhole Rehabilitation**

Each year, funding is allocated for the rehabilitation of older or inferior infrastructure within the City’s sewer collection system to address infiltration or any other damage that may prevent maximum flow and functioning capabilities. The scope of the procured services includes pre-flushing, visual inspection, an application of a polymer-based polyurethane protective coating and the final inspection of the sewer manholes and wet wells identified.

MOTION: To authorize the purchase of sewer manhole rehabilitation services from CTR Coatings, LLC in an amount not to exceed \$175,000.00 to facilitate the City’s annual sewer manhole rehabilitation program.

Motion by Ms. Gibson, seconded by Mr. McCreery, to approve the preliminary agenda as read.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**REGULAR**

**Ordinance 2020-8 - Rezoning of a 2.807-Acre Portion of a Parcel (“RE-1” Residential Estate to “R” Low-Density Single-Family Residential) - Third Reading**

The subject property, 2.807-acre portion of a piece of property east of Forest Hill-Irene Rd. and immediately northeast of Forest Hill Elementary School (known as the Tanner Property) was not included in the recently approved Wilder PUD, as it was zoned “RE-1.” Per Sec. 23-567(a) of the Zoning Ordinance, property zoned “RE-1” cannot be considered for a PUD. However, per Sec. 17-1(b) of the City Subdivision regulations, any lot less than 5 acres shall be part of a subdivision. Presently, the remainder of the 2.807-acre portion of the property would not be part of a subdivision. Thus, by rezoning the remainder 2.807-acre portion of the property to “R,” it may then be incorporated into the Wilder PUD with an amended Outline Plan. The Planning Commission recommended approval of this rezoning.

Motion by Mr. McCreery, seconded by Ms. Gibson, to approve Ordinance 2020-8 on third and final reading.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**Professional Services Agreement – Land Inspection Services**

The FY21 CIP budget supports the advancement of the Parks and Recreation Master Plan through dedicated funding to secure an “option to purchase” parkland and to conduct “due diligence” land inspections on the 44+ acres located on Crestwyn Hills Drive. On December 14, 2020, the Board of Mayor and Aldermen approved a Land Purchase and Sale Agreement on this property which enabled the City to conduct the necessary inspections and site analysis. This process will provide the means in order to make an informed, final decision on a potential future acquisition of the Crestwyn Hills Drive property for a needed long field youth sports complex and community park in south Germantown, as recommended in the adopted Parks and Recreation Master Plan.

Motion by Ms. Gibson, seconded by Ms. Hicks, to authorize the Mayor to enter into a professional services agreement with Kimley-Horn, Inc. in the amount of \$38,450.00 for land inspection services, including a site analysis and a variety of testing on the 44+ acres at Crestwyn Hills Drive currently under consideration for a long field complex and community park.

ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

**Salary Increase and Pay Range Adjustment**

The City administration recommends a merit pay pool for employee pay increases based on annual performance evaluations completed in May/June of each year. This action is taken after receiving the review and recommendation of the City’s compensation and classification consultant and review by the Personnel Advisory Commission. Leading up to the BMA’s consideration of the FY21 budget in March 2020, the recommendation was to increase salaries by 3%, and adjust pay ranges for the overall pay structure by the same percentage.

The uncertainties of the financial impact of COVID led to a decision to not include a pay increase in the FY21 budget, which was approved in September. However, general fund revenues have consistently exceeded conservative projections to date. Federal stimulus dollars have assisted the City with the costs of COVID supplies and equipment, and the salaries of our public safety team members who are tasked with responding to and providing COVID-related services. If approved, the adjustment to salaries and pay ranges would commence on February 1, 2021. The estimated expense to increase the pay of 405 employees for the period of February 1, 2021 to June 30, 2021 would be \$343,070.96.

Motion by Mr. Ueleke, seconded by Ms. Gibson, to approve a 3% salary increase and a 3% pay range adjustment for City employees beginning February 1, 2021.

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ROLL CALL: Sanders-yes, Gibson-yes, Hicks-yes, Ueleke-yes, McCreery-yes. Motion approved.

Meeting adjourned.

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Mike Palazzolo, Mayor

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Michele Betty, City Clerk/Recorder